

Rye Regional Associations Committee (RRAC)

Policies and Procedures

MISSION STATEMENT

The Rye Regional Associations Committee (RRAC) was established in 2022 by the Select Board and charged to review the funding requests from 501 (c)3 non-profit organizations previously established by a warrant article.

The RRAC reviews and evaluates associations with an emphasis on need, relevancy and proportionality, criteria determined by the Select Board. There is a strong focus on supporting associations who align with the mission of helping the people of Rye and surrounding communities, from children to the elderly, with the many economic, mental health and physical challenges that are part of so many lives. These taxpayer donations from the Town of Rye are not given to associations to fund specific programs, nor to provide grants, nor to reimburse associations for services provided.

ASSOCIATION FUNDING LEVELS:

Will be established by the committee according to need, relevancy and in proportionality as explained below. It is important to remember these donations are given from taxpayer dollars.

NEED:

- Maintain the focus of our mission statement on the needs of individuals and families in the town of Rye and surrounding communities with the many economic, mental health and physical challenges that are part of so many lives.

RELEVANCY:

- Prioritize compelling, present day need for the services provided.

PROPORTIONALITY:

- An average funding mode should be determined each year and used as a baseline during review. (In 2024, we determined \$1,500-\$2,000 was the average amount requested.)
- Some associations may receive higher amounts, but this is based on present need and relevance for their services to the community.
- It is important to note that just because an association requests funding at a certain level, does not mean this is the amount they should receive.
- Funding is not intended to fund programs or to give grants
- Funding is not given to reimburse associations for their service to Rye

PROCEDURES:

1. Spring: Review and update Cover letter and Request for Funding applications prior to sending out to the associations. Any changes are approved by the Select Board. All meetings of the RRAC must be streamed and the agenda is due to the Executive/Financial Assistant Office of the Select Board no later than 24 hours prior to the meeting for posting on the Town of Rye website. If a meeting is on a Monday, the agenda must be sent by Friday.
2. Summer: Cover letter and request for funding applications are sent out by the Executive/Finance Assistant, Office of the Selectmen to selected organizations. To be considered for funding, the applications must be returned by the date specified.
3. Any new requests for taxpayer funding must come forward as a Warrant Article to be voted on in the next election cycle. The RRAC will review all such Warrant Articles and make recommendations to the Select Board based on the established policies above. If an association is voted on and approved by the taxpayers, they will receive that level of funding for that one year. Henceforth the association will be approved for funding according to RRAC policies.
4. Fall: Within 2-3 weeks after the return deadline, copies of the completed applications are forwarded to the Chair of the RRAC by the Executive/Finance Assistant. The Chair updates the spreadsheet of all requests for funding and then sends the spreadsheet and copies of all the requests to the members of the committee. Committee members review requests assigned to them.
5. The RRAC meets to review all requests for funding and to make recommendations to present to the Select Board. The Chair will update the spreadsheet of all funding requests showing any changes to the amount requested, and a brief explanation of why any association was reduced or denied funding. The spreadsheet will reflect the total amount requested and the total amount recommended by the RRAC.
6. The RRAC prepares a packet for the Select Board prior to the meeting that includes a Cover Letter, the spreadsheet of funding for associations, and a copy of each association's Request for Funding form. If there are any associations for which the committee made changes to the funding, then copies of the financials or any other information should be attached to that association's Request for Funding form. This packet is sent to the Executive/Financial

Assistant of the Select Board at least three days prior to the Select Board meeting, noting the RRAC requests to be put on the agenda. The RRAC presents to the Select Board in September in case the committee needs to respond back to the Select Board. **The RRAC recommended budget must be approved by the Select Board prior to the Budget Committee's November meeting to approve the following year's budget.**

7. At the scheduled Select Board meeting the RRAC will present their review of the funding requests. The cover letter sent to the Select Board can be read aloud for the record as the opening statement from the committee at the meeting.

Please Note: To maintain transparency and ethics in the process, any RRAC member who is, or who's immediate family member is, on a Board of any of the existing or new associations, will recuse themselves at RRAC meetings from any discussion or vote on that association. Further, present serving members of the RRAC will not bring forward a warrant article for any new association.