PUBLIC NOTICE

TOWN COUNCIL

The Salem, NH Town Council has announced that the Town Council will accept requests

for funding from the Lancaster Fund from April 21, 2025 to May 21, 2025. Please refer to

the Lancaster Fund Guidelines for information on determining eligibility and the

process/procedure for submitting a funding request. This information is available on the

Town's website at www.salemnh.gov. Funding requests may be e-mailed to

townmanager@salemnh.gov or mailed to:

<div align="center">

Lancaster Fund Requests
Town Council
Town of Salem
33 Geremonty Drive
Salem, NH 03079

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All requests will be considered by the Town Council at a public meeting to be determined.
Applicants will be notified of the meeting date.

Lancaster Fund
Criteria and Policy for Application to Request Funds
Town Council

Fund Overview:
The Lancaster Fund is an endowment to the residents of the Town of Salem, NH administered by the Town Council with the stated purpose to be used to make Salem a better place to live. It is the philosophy of the Council that any and all disbursements from the fund impact positively the lives of all of its residents. While acknowledging this may not be possible with every disbursement, the Council shall determine which funding request provides the greatest benefit to the residents of Salem.

Procedure:
Requests for funding from the Lancaster Fund shall be solicited by issuance of a press release and posting on Salem Community Television (SCTV), at the Town Hall, the Kelley Library, and the Town Website.

In Mid-April of each year, notifications shall be executed as stated above. A thirty-day period will be available for organizations to submit requests for funds via the criteria and process as described below. Upon receipt of the requests for funding, the requests will be scheduled for presentation to the Town Council.

Grant Guidelines:
- Grants are NOT made for:
  - Individuals
  - Capital Campaigns
  - Municipal or State Governments
  - Endowment Requests
  - Private Foundations
  - Public School Systems
  - Organizations outside of the United States of America
  - Unrestricted Gifts
  - Salaries and/or operations

- An organization must have an IRS ruling of tax-exempt status under Section 501(c)(3) and non-private foundation status under Section 509(a) of the Internal Revenue Code to be considered for funding.

- Only one proposal from the same organization will be considered within a one-year period.

- The organization must have been in operation for a minimum of 3 years.

- Any organization receiving a grant is not allowed to seek another grant for a minimum of 3 years.

- The non-profit organization must have an office or operations center within the Town of Salem and must provide services to Salem residents. Grants will not be used for operational expenses of the non-profit, but rather for a discrete and named project and purpose.

- No single grant shall exceed $2,500.

- An organization must be able to match 50% of the grant with their own funds.

Lancaster Grant Request Package Process & Contents:

- Lancaster "Grant Application" form that shall contain the following:
  - Organization Name
  - Organization Contact (Name, Phone Number, Email Address, Mailing Address)
  - Requested Amount
  - Intended Use of the Funds
  - Organization website address
  - How the Use of the Fund Aligns with the Lancaster Fund Mission Statement

- A brief written description, not to exceed 150 words of the proposed project.

- A copy of the most recent IRS ruling of tax-exempt status under Section 501(c)(3) and non-private foundation status under Section 509(a) of the Internal Revenue Code.

- Organization overview including mission statement, purpose, organization size, and services provided.

- 3 years of Audited Financial Statements

Adopted By:

Town of Salem, Town Council   **Date: September 11, 2023**