



## Town of Naples

Town Hall  
15 Village Green Lane  
P.O. Box 1757  
Naples, Maine 04055  
(207) 693-6364

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### OUTSIDE AGENCIES FUNDING REQUEST INFORMATION

The deadline for submissions for the 2020-2021 Municipal Budget is December 27<sup>th</sup>, 2019.

All requests will be thoroughly reviewed by the Budget Committee and the Board of Selectmen before recommendations are made. Someone from your agency may be asked to attend a Budget Committee meeting to answer questions. **The public will vote on appropriations at Town Meeting in Spring 2020 and approved appropriations will be disbursed, upon request, after July 1, 2020. To request the release of any appropriated funds, contact Harriet Condon, Finance Director at [comptroller@townofnaples.org](mailto:comptroller@townofnaples.org).**

**Please assist our budget process by submitting the following information in 10 physical copies:**

1. Amount of funds requested
2. Number of towns served
3. Funding amount from other area towns received within last 3 years
4. Number of Naples residents served
5. Total number of individuals served
6. Total dollar amount of your budget
7. Dollar amount of budget spent on Naples residents and/or spent in Naples
8. Percentage of your gross budget, which is spent on administrative costs
9. Short narrative explaining how and when the funds will be used
10. Financial statement (balance sheet and profit and loss, if available)
11. Name and number of a contact person

Keep in mind that we need hard copies of your request, digital requests will not be considered. If you have any question, please do not hesitate to contact me at 693-6364 ext. 107.

Sincerely,

Kate Matthews  
Administrative Assistant

