

Sutton Community Revenue Sharing Guidelines  
**For 2015 Proposals**

In July of 2016 the Sutton Community Council will distribute \$20,200 of 2015 Community Revenue Sharing Funds to projects in the community and for the community. In recent years this type of funding has been used for projects in Sutton such as: disc golf course at the Sutton Elementary School, Alpine Historical Park improvements, brush mower and snow groomer for the Sutton Elementary School trails, welcome signs to Sutton, Neighborhood Watch signs, Community Hall improvements, and Sutton Library improvements.

These Guidelines have been developed by the Sutton Community Council Revenue Sharing Committee who will review and rank project proposals and make funding recommendations to the Council. These Guidelines are intended to help community members submit proposals that are well thought out and competitive.

Timeline:

June 30, 2016	Proposal Deadline
July 6, 2016	Revenue Sharing Committee will review and rank proposals
July 13, 2016	Sutton Community Council will vote on proposals to fund
July 27, 2016	Notice of grant awards and/or unfunded proposals
August 2016	Award money likely available for selected proposals

We hope that projects will be completed within one year.

Each project proposal requires a **contact person** who will be the primary person responsible for reporting back to the Sutton Community Council. This person must turn in receipts to the Council Treasurer for reimbursement. This person is responsible for accomplishing the project.

We encourage projects to be collaborative efforts with more than one person and/or organization involved. You may submit letters of commitment or support from partners.

Aspects of a proposal that may help a project rank higher:

- Partner(s) (individuals or organizations) that are committed to helping complete the project
- Contact person, lead organization, or partner(s) with qualifications to carry out the project
- Project benefits to a large group of the community or project benefits to a disadvantaged group in the community
- Project fills a community need that is not currently or adequately addressed
- Project benefits that will last a long time
- Project has community support

Reporting Requirements: Original receipts accompanied by a written explanation of the expenses.

Project proposals must be submitted by May 31, 2016 to [suttoncommunitycouncil@gmail.com](mailto:suttoncommunitycouncil@gmail.com) or dropped off at the Sutton Public Library.