



Town of Westerly

Town Hall • 45 Broad Street • Westerly, Rhode Island 02891

TEL: (401) 348-2530 • www.WesterlyRI.gov

Office of the
Town Manager

October 8, 2021

The Town of Westerly 2022-2023 Subsidy application process is now open! The following information will guide you in submitting a request:

1. Complete the Subsidy Application (see enclosed form):

- a. Please include your current year award and its uses and the amount you are requesting for 2022-2023 and how that will benefit the Westerly community.
- b. A copy of your organization's most recent IRS Form 990. If your organization is exempt from filing or reporting, please state so with the corresponding exemption information.
- c. If available, a copy of your most recent audited financial statements along with the auditor's management letter or a statement indicating that you do not engage outside auditors to prepare statements.

2. Budget Process:

- a. Requests are due to by November 19, 2022 and our preferred method of submission is via email to Judith Spivack, Finance Assistant, at jspivack@westerlyri.gov.
- b. You can also submit your applications via regular mail to:

Ms. Judith Spivack, Finance Assistant
Town of Westerly
45 Broad Street
Westerly, RI 02891

- c. Requests are subject to budget review and are approved when the final budget is adopted (Spring of 2022) and you will receive an award letter in July of 2022.

3. Funding Requests

i. Annual Awards over \$10,000:

1. Subsidy payments are issued each quarter for 25% of the annual award unless the award is for a specific event.
2. Quarters are July – September, October – December, January – March, and April – June.

ii. *Annual Awards under \$10,000:* Funding will be provided upon request unless it is for a specific event.

iii. *Specific events:* Funding can be requested after the event has occurred.

4. Personnel Costs

- a. Use of funds to support salaries, wages, benefits and other personnel costs are your decision
- b. Use of funds to support your personnel costs does not create an employee-employer relationship or independent contract relationship between your employees and the Town of Westerly .

Please note that all funding is available for the fiscal year in which it is budgeted, and remaining funds will not carry over to the next fiscal year. If the town faces a significant budget shortfall; the Interim Town Manager may recommend a change to the funding after consultation with your organization and Town Council. Should you have any questions regarding the above please contact Dyann J. Baker, Finance Director at dbaker@westerlyri.gov. or 401-348-2548.

Shawn M. Lacey
Interim Town Manager