



### **The application process:**

The mission of the New Milford Sustainability Fund's is to help reduce adverse economic consequences of the COVID-19 pandemic as they affect New Milford's first responders, residents and small businesses. Through an expedited process the fund will be used to help provide financial aid that is not currently available within our community through municipal or other agencies.

There is a cap of \$500 for any single distribution made to a resident or business and will be limited to a one-time distribution. First responder applications are exempt from these rules. Funding cap may change as the needs of the community change. Exceptional cases will be considered on a case-by-case basis. Exceptional cases will be considered on a case-by-case basis.

Applicants are required to complete the attached application and describe in-full their need and the end-use of funds. Applicants may be asked to provide substantiating information on the level of need. Requests will be reviewed by the Fund Committee which is comprised of three impartial, bi-partisan New Milford volunteer residents to ensure that a request meets all Fund criteria. Application may be reviewed by the New Milford Social Services office.

Upon approval of an application the Committee will request that the Mayor add the total of all current funding to the next Town Council Consent Agenda for approval. All applicant information will remain confidential. Sustainability Fund payment will be administered through the Town of New Milford Finance Department via a check.

In the case of an emergency request that has been approved by the Fund Committee, but cannot wait until the next Town Council meeting, the Mayor may request that the funds be distributed immediately and the Town Council notified at their next regular meeting.

Donations earmarked for a specific use, i.e. New Milford Food Bank, New Milford Fuel Bank, ambulance or fire department, will be sent to the respective agency immediately.