

Community Hall Windows Fundraising Committee

Overview and Charge

Charge—to assist the Select Board in raising the matching funds for the Massachusetts Cultural Council Cultural Facilities Fund grant. The grant, in the amount of \$17,000, has been awarded to the Town of Heath on condition that the recipient provide a dedicated amount of funds that is equal to the grant amount (50/50 matching grant).

Overview--

- The committee, comprised of three to five (3-5) members and appointed by the Select Board, was formed for the sole purpose of soliciting donations for grant-matching purposes.
- Because this committee is a function of municipal government, its members and its meetings are subject to compliance with the Open Meeting Law and Conflict of Interest Law issued by the Commonwealth.
- All donations will be used for:
 - 1) Renovation of the 10 nave windows in Community Hall and replacement of the storm windows.
 - 2) Future Community Hall renovation projects, if donations exceed the amount needed for the grant match and the renovation cost.
- The committee is urged to raise the matching amount of \$17,000 as soon as reasonably possible but before November 1, 2024.
- There are no funds available for an expense budget for this committee. Any consideration for purchase must first be approved by the Town Coordinator. Whenever possible, purchases will be made through vendors where the Town has established accounts.
- This is a temporary committee formed for the sole purpose of fundraising. When the goal has been reached, the committee will be disbanded upon decision of the Select Board.

Protocol for Donations—

- A gift to a local government entity is tax deductible if it is solely for “public purposes.” (IRS Code, at 26 U.S.C.). These donations qualify.
- Donations can only be accepted in the form of cash or check made payable to the Town of Heath. (Mailing address: P.O. Box 35, Heath, MA 01346).
- Method of Turnover:
 - 1) Any and all donations of money received by members of the committee are to be promptly turned over to either Select Board member, Elissa Viarengo, or the Town Coordinator.
 - 2) The Town Coordinator will record all gifts and the amount of deposit before turning funds over to the Town Treasurer for bank deposit.
 - 3) Elissa Viarengo will coordinate all gift acknowledgements when donors can be identified.

- 4) The Town Coordinator will provide Elissa Viarengo with a periodic account total which will be shared with the committee.
- 5) Any and all financial questions are to be directed to either Elissa Viarengo or the Town Coordinator who will obtain the necessary information and convey answers to the committee members.

Approved by the Select Board
December 5, 2023