

Danville Town Services Committee Decision Making Template

Intent and Purpose: *The intention of the Town Services Committee is to provide recommendations to the Selectboard on whether the proposed service should be provided by the Town of Danville. This template provides guidance in recording and presenting information as part of a decision-making process to identify key information and determine possible options, rather than starting with a given course of action in mind.*

Task Analysis Stage – Proposed Service Evaluation

What is the proposed service being reviewed? This section should clearly state the decision that must be made. A brief, high-level description.

TSC Task Members: Alison Lowe, Judy Corso, and Stacy Andre

Proposed Service: Determine whether the Town of Danville should establish a process to inventory, track, and understand **fundraising and grant activities** that:

- Use the Town of Danville's name.
- Require Town endorsement, support, or participation.
- Involve Town-owned property or municipal assets.
- May create obligations, commitments, or reputational impacts for the Town.

The purpose of this effort is to establish a baseline understanding of current activities before evaluating whether additional oversight, coordination, policies, or services are necessary.

Task Analysis Stage – Gather Information

What do you know? Key information items that are important and/or relevant to deciding about the issue; some things cannot be known. Ideally run down as many initial assumptions as possible and turn into facts. Outline Format.

Facts and Assumptions:

Facts Known

- Multiple organizations within Danville are actively fundraising and/or pursuing grants.
- No centralized inventory currently exists.
- Several grant opportunities have been identified.
- Some grants require Town endorsement or support.
- Grant writing capacity appears limited.
- Various successful fundraising efforts have occurred within the community.

Key Unknowns

- Which organizations are actively fundraising?
- Which organizations currently hold grants?
- Which organizations are seeking grants?
- What funding amounts are involved?
- What matching requirements exist?
- Which efforts require Town support or endorsement?
- Are there funding opportunities currently going unpursued?
- Is there duplication of effort among organizations?

Recommended Information-Gathering Pathways

Pathway 1 – Organizational Inventory

Develop a list of all organizations, committees, and groups operating in Danville, including:

- Town committees
- Nonprofits

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- Civic organizations
- Recreation groups
- Churches
- Village organizations
- School-affiliated groups

For each organization identify:

- Current fundraising activities
 - Active grants
 - Planned grant applications
 - Funding priorities
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Pathway 2 – Funding Inventory

Create a master spreadsheet documenting:

Organization, Fundraising Activity, Grant Program, Amount, Match Required, Status

This would establish a baseline understanding of overall funding activity within the community.

Pathway 3 – Town Involvement Assessment

Identify:

- Grants require Town endorsement.
- Grants require Town ownership or participation.
- Existing Town grant management policies.
- Existing approval processes.

This helps determine whether coordination challenges currently exist.

Pathway 4 – Funding Gap Analysis

Research grants available to municipalities and community organizations that are not currently being pursued, possible grants:

- Municipal Energy Assessments
- Capital Improvement Grants
- AARP Programs
- Wayfinding Grants
- VHCB Programs
- VTrans Programs
- Preservation and Historic Trust Programs

Goal: Determine whether Danville is leaving funding opportunities on the table.

Pathway 5 – Community Capacity Assessment

Interview organizations and volunteers to determine:

- Grant-writing capacity.
- Fundraising capacity.
- Administrative support available.

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- Barriers to pursuing funding.

Questions might include:

- What prevents your organization from pursuing additional grants?
 - What assistance would be most valuable?
 - Are there grants you would pursue if support were available?
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Pathway 6 – Benchmarking Other Communities

Research similar sized Vermont communities to understand:

- Whether they maintain grant committees.
- Whether they employ grant coordinators.
- How they coordinate fundraising efforts.
- Best practices and lessons learned.

Potential Deliverable for the Next Meeting

Rather than a recommendation, the subcommittee could return with:

1. Community Funding Inventory.
2. List of Active Fundraising Efforts.
3. List of Current Grants.
4. List of Potential Grant Opportunities.
5. Summary of Capacity Gaps.
6. Preliminary observations and themes.

Possible Next Step: Create fundraising and granting inventory and mapping the current funding landscape in Danville.

Feedback: TSC recommends next step of compiling list of active fundraising efforts, and a list of current grants.

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Brainstorm & Evaluate Options – Develop and Compare Options

After Task Analysis to ensure alignment and to clarify the ask. Developed Options are ALL reasonable general approaches to handling the issue. Cross out any excluded options with a brief reason why they didn't pass a FAST test: Feasible / Acceptable / Suitable / Timely. For each option, explain the option in detail, then bullet benefits and risks (positive and negative) for each option. Next, compare options by creating comparison criteria and compare them to narrow. Outline Format.

Developed Options:

Compare Options:

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Selection – Refinement and Recommendation

After Option Development, come together to validate the options and confirm recommendation(s); refine details, costs, proposals. Summarize recommendation to the TSC –include nuances, especially of sub-options, for presentation to the Selectboard. Reference back to specific option recommended and the reasoning for the recommendation. Narrative and outline formats.

Refinement of Recommendation(s)

TSC Recommendation(s) to Selectboard:

Submission Date:

Selectboard Feedback/Comments:

Revision History

If TSC or Selectboard respond with revisions, please track below to ensure that everyone is up to date.

Name	Description	Date

***End Template*