

FOR BUDGET YEAR 2026

October 2, 2025

To All Non-Profit Organizations:

As you may be aware, New Hampshire Budget Law requires that the Board of Selectmen and the Budget Committee review and make recommendations on all Special Articles presented at the annual Town Meeting. The Board and Budget Committee have agreed that a one-day combined session will best allow all parties to comply with this requirement.

This session will be scheduled for Wednesday, January 28, 2026, beginning at 6:30 p.m. You will be provided written confirmation of your scheduled presentation date, time and location.

As your non-profit goes through the budget review and documentation process, we encourage you to conduct a detailed analysis of your organization. We recommend your analysis focus on the following points:

- 1. What impact would loss of these taxpayer funds have on your operating budget? Please be as detailed as possible.***
- 2. Please discuss other ways and means you could utilize to replace taxpayer funding.***
- 3. What percentage of your clients come from each town you serve?***
- 4. What is your funding request from neighboring towns?***

The budget forms must be completed and submitted along with any other relevant information, by January 5, 2026. Further, please be advised that you must submit ten (10) complete copies of your budget packages. Please note the budget packages must be single sided, collated, three-whole punched and stapled.

The Budget Committee is also requests a copy of your organization's IRS 990 Form.

In addition, you must submit no later than February 10, 2026, a petition to the Selectmen to include a Warrant Article on the 2026 Town Meeting warrant. The Petition must be signed by at least 25 registered voters of the Town. Please ask petitioners to also print their names since illegible signatures may cause the Checklist Supervisors to render the petition unacceptable. Please also include a space for each petitioner's address. Please be advised that the failure to submit properly completed forms by the deadline ***will*** jeopardize your organization's request for funding. All application materials and any additional questions should be directed to Krista Day, Town Manager's Office, Conway Town Hall, P.O. Box 2680, Conway, NH 03818.

We look forward to meeting with you on January 28, 2026.

Sincerely,

TOWN OF CONWAY

Board of Selectmen & Budget Committee

encs.