

Town of Greensboro, Vermont

Appropriation Request Application — Fiscal Year 2027

(for submission to the Greensboro Selectboard / Budget Committee)

Submission deadline: Thursday, December 1, 2025

Authority under Vermont State statute:

The authority for making appropriations for social service agencies is in 24 VSA § 2691 as follows:

At a meeting duly warned for that purpose, a town or incorporated village may appropriate such sums of money as it deems necessary for the support of social service programs and facilities within that town for its residents. Social service programs, for which a town or incorporated village may appropriate sums of money, include, but are not limited to: transportation, nutrition, medical, childcare, and other rehabilitative services for persons with low incomes, senior citizens, children, disabled persons, drug and alcohol abusers, and persons requiring employment to eliminate their need for public assistance. The authority herein granted is not in derogation of other local powers to allocate funds.

Section A: Organization / Applicant Information

1. Name of Organization/Agency: Craftsbury Saplings Inc
 2. Mailing Address: PO Box 87, Craftsbury, VT 056826
 3. Physical Address (if different): 1773 East Craftsbury Rd.
 4. Contact Person / Authorized Representative: Melissa Jacobs
 5. Title / Role: Executive Director
 6. Telephone: 802-586-2875
 7. Email: melissa@craftsburysaplings.org
 8. Website (if any): wwwCraftsburySapling.org
-

Section B: Request Summary

9. Amount of Appropriation Requested: \$500

10. Purpose / Program(s) for which funds will be used:

Craftsbury Saplings provides full-time, year-round childcare and early education for families in the greater Craftsbury area. We serve 19 children each day, ages 15 months to 5 years, at our center in East Craftsbury, near the Greensboro town line.

Appropriated funding will support the operations of our non-profit program. The mission of Craftsbury Saplings is to provide high-quality childcare to families in the greater Craftsbury area, emphasizing community collaboration and exploration of the natural world. Our operations are sustained through a combination of family tuition, state reimbursements, fundraising, and grants. Support from the Town of Greensboro helps offset the gap between the true cost of care and what families can afford to pay.

11. Is this a new request or a renewal / continuation? New Renewal / Continuation

NOTE: New requests must be accompanied by a petition signed by 5% of Greensboro registered voters. Contact the Town Clerk for more details.

12. If renewal / continuation, amount received in FY 2026 (or most recent year): \$500

13. If requesting an increase, please explain reason(s) for the increase. Note that only in unusual circumstances will requests for increases be granted.:

NA

Section C: Service Area & Beneficiaries

14. Geographic area served (town, region, etc.): Northeast Kingdom Towns including Craftsbury, Greensboro, Albany, Wolcott and 7 additional towns

15. Approximate number of individuals served in the last full year: 36 children

16. Of those, how many were Greensboro residents? 4

17. Types of services provided (check all that apply):

Social services (food, counseling, transportation, etc.)

Youth / children's programs

Senior / elder services

Cultural / arts / historic

Environmental / conservation

Other: _____

18. Describe how Greensboro residents benefit from your services:

Craftsbury Saplings provides accessible, high-quality childcare that enables Greensboro parents to work, supports local businesses through worker retention, and ensures young children have safe, nurturing early learning experiences. Childcare remains limited in our region and the current number of spaces, especially for toddler-aged children, does not meet the needs in our towns. Saplings complements current services that are available within Greensboro by offering additional toddler enrollment outside of Greensboro organizations' current capacities and opportunities for diverse family needs, including part-time enrollment, year-round programming, and full-day care for toddler and prek students. Saplings allows more families in Greensboro to access work opportunities and high-quality learning experiences for their children.

Section E: Financial Information & Budget

19. Total operating budget of your organization (last full fiscal year): \$500,000

20. Do any funding sources require a municipal match or other local commitment?

Yes No

If Yes, explain:

Section F: Reporting, Oversight & Accountability

28. If your organization has received municipal appropriations from Greensboro before, provide a report or summary of how those funds were used (attach as appendix).

29. Person(s) responsible for oversight and compliance within your organization:

Name: Melissa Jacobs Title: Executive Director

Contact: Melissa@craftsburysaplings.org

Section G: Certification & Signature

I hereby certify that the information in this application is true, accurate, and complete to the best of my knowledge. If funds are granted, I agree to use them for the stated purpose(s) and to provide the required reports and oversight to the Town of Greensboro.

Signature:



Name (printed): Melissa Jacobs

Title / Role: Executive Director

Date: 12.01.2025

Section H: Attachments (please indicate those included)

(Only for requests of \$500 or more)

- Audited financial statements (most recent year) or if no audit was conducted, financial statements prepared by the organization
- Organizational annual report or summary
- Letters of support or endorsements, if helpful

Appendix A - If your organization has received municipal appropriations from Greensboro before, provide a report or summary of how those funds were used (attach as appendix).

Craftsbury Saplings relies on fundraising to support the operations of our annual programming. These contributed funds help bridge the gap between what families can afford, available state tuition assistance, and the true cost of delivering high-quality childcare. Funding received from the Town of Greensboro was included in the 15.6% of program income that came from grants and fundraising. The use of these operating resources is reflected in our expenses. See Saplings’ breakdown of income and expenses below.

<p>Operating Income \$554,068</p> <ul style="list-style-type: none"> ● Grants and Fundraising 15.6% ● Family Pay Tuition 29.5% ● State Reimbursements 54.8% 	<p>Operating Expenses \$554,068</p> <ul style="list-style-type: none"> ● Staff Wages and Benefits 75% ● Programming 5% ● Office and Occupancy 9% ● Operational Reserve 6% ● Capital Reserve 5%
--	---

In fiscal year 2025, we exceeded our fundraising target and strengthened our reserve funds established in 2024. Below are our organizational goals for reserve savings, which support financial health and long-term sustainability.

Operating Reserve Fund – A fund benchmarked at three months of the annual operating budget to ensure financial stability and continuity.

- **Operating Reserve:** 3 months of the annual budget
 - $\$500,000 / 12 \times 3 = \mathbf{\$125,000}$

Capital Maintenance Fund – A dedicated fund to cover routine upkeep, unexpected facility-related costs, and long-term capital needs. This fund should be set as a percentage of the facility’s total replacement cost or an industry-standard metric (e.g., 2-4% of the building’s value annually).

Balance Sheet
CRAFTSBURY SAPLINGS
As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1009 Project Checking	174,974.67
1010 General Checking	\$75,193.84
1010-1 Operational Reserve Fund	6,554.36
1010-2 Capital Reserve Fund	4,337.71
Total for 1010 General Checking	\$86,085.91
1011 Certificate of Deposit *2799	28,115.26
1020 ADP Clearing	0.00
PayPal Bank	243.55
Total for Bank Accounts	\$289,419.39
Accounts Receivable	
1110 Accounts Receivable	0.00
Total for Accounts Receivable	\$0.00
Other Current Assets	
1030 Undeposited Funds	0.00
Uncategorized Asset	0.00
Total for Other Current Assets	\$0.00
Total for Current Assets	\$289,419.39
Fixed Assets	
1500 WIP Building	144,627.46
1630 Building/Leasehold Improvements	3,924.19
1635 Land Improvements	4,722.46
1640 Furniture, Fixtures & Equipment	12,397.50
1645 Modular Classroom	87,881.85
1700 Accumulated Depreciation	-24,379.27
Total for Fixed Assets	\$229,174.19
Other Assets	
18700 Security Deposits Asset	1,000.00
Total for Other Assets	\$1,000.00
Total for Assets	\$519,593.58

Balance Sheet
CRAFTSBURY SAPLINGS
As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	4,813.21
Total for Accounts Payable	\$4,813.21
Credit Cards	
Chase 5198	3,173.42
Total for Credit Cards	\$3,173.42
Other Current Liabilities	
2410 Client Deposit	0.00
Deferred Revenue	\$0.00
4041 Grant Income-Deferred	102,376.19
4042 Capital Campaign- Deferred	37,932.12
Total for Deferred Revenue	\$140,308.31
PPP Stimulus Loan 2020	0.00
PPP Stimulus Loan 2021	0.00
Total for Other Current Liabilities	\$140,308.31
Total for Current Liabilities	\$148,294.94
Long-term Liabilities	
VT Community Loan #1 Mod Pod	28,503.23
VT Community Loan #2 Mod Pod	0.00
Total for Long-term Liabilities	\$28,503.23
Total for Liabilities	\$176,798.17
Equity	
30000 Opening Balance Equity	0.00
3005 Temp Restricted Net Assets	0.00
3020 Expansion Restricted	0.00
Grant Balance Prior Year	0.00
3010 Unrestricted Net Assets	212,676.11
Net Income	130,119.30
Total for Equity	\$342,795.41
Total for Liabilities and Equity	\$519,593.58

Profit and Loss by Class
 CRAFTSBURY SAPLINGS
 July 1, 2024-June 30, 2025

Distribution account	Operations Total
Total for 4000 Contributions	\$86,744.90
Total for 5000 Program Income	\$467,323.33
Total for Income	\$554,068.23
Total for 6100 Educational Materials/Program Supplies	\$8,970.65
Total for 6300 Food Program	\$13,575.24
Total for 6000 Program Expenses	\$23,115.89
Total for 7000 Staff Expenses	\$417,150.56
Total for 7500 Professional Services/Contract	\$2,875.00
Total for 8000 Office Expenses	\$14,137.38
Total for 8200 Occupancy	\$34,444.63
8300 Depreciation Expense	\$3,780.00
Total for Expenses	\$495,503.46
Net Income	\$58,564.77