

Community Agency Support Instructions for Requesting Funds from the City of Chattanooga

For consideration in the FY 2015 budget, **ALL REQUIRED DOCUMENTS (see page 2)** must be returned in PDF format to nonprofitrequest@chattanooga.gov no later than February 21, 2014. If possible, one PDF file which includes all required documents should be submitted. If the PDF file is too large to email, the file should be separated into as few parts as possible. If submitting more than one file, each file should be labeled by part number (e.g. ABC Agency City of Chattanooga Request – Part 1 of 2).

No request received after the deadline will be considered for funding. No application will be considered until all the required information, in the proper format, along with the application fee is received.

Pursuant to T.C.A. A76-54-111, a \$50.00 fee is assessed to cover the cost of processing your application.

Submit the fee to:

Randy Burns, Management Analyst
City Council Office
1000 Lindsey Street
Chattanooga, Tennessee 37402

NO AGENCY IS GUARANTEED FUNDING. EACH YEAR'S REQUEST WILL BE EVALUATED SOLELY ON ITS OWN MERIT. THE LEVEL OF AWARD IS SUBJECT TO THE AVAILABILITY OF FUNDS.

Timeline:

December 12, 2013 – Conduct education session(s) for nonprofits
January 10, 2014 – Open Application Process
February 21, 2014 – Applications Due to Mayor/City Council
March 18, 2014 – Provide Feedback to Agencies
April 1, 2014 – Final Offers Due to Mayor/City Council

Note: If you are submitting more than one offer, you should complete **Attachment A** and **Attachment F** for each individual offer. All other required documents should only be completed once.

Community Agency Support

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1. A one-page **COVER LETTER** specifying:
 - The name and address of the non-profit organization
 - The name, address and telephone number of a specific contact person knowledgeable within the non-profit organization relative to any request for fund assistance
 - The agency mission
 - The result area for which funding is requested (See Requests for Offers)
 - The amount of money requested
2. An **EXECUTIVE SUMMARY** of no more than two pages, signed by the Chief Executive Officer of the organization, which includes the following:
 - A brief summary of the amount and proposed usage for any financial assistance appropriated by the City of Chattanooga
 - A description of the specific programs of the non-profit organization which serve the residents of the City of Chattanooga
 - A statement by the chief executive officer of the non-profit organization indicating that the non-profit organization will provide a detailed accounting of how and for what purpose municipal funds were spent by the non-profit organization prior to the close of the City of Chattanooga's fiscal budget year and at the close of each succeeding fiscal budget year until all municipal funds have been spent by the non-profit organization; along with the list of the accomplishments scheduled by use of the municipal funding
 - A statement by the chief executive officer of the non-profit organization that the non-profit organization will provide the City of Chattanooga with copies of annual audits or reviews (satisfactory to the council's fiscal advisor) of the non-profit organization for each year that it spends funds appropriated to it by the City of Chattanooga
3. A copy of the applicable **AGENCY-WIDE BUDGET** effective at the time any request for assistance from the City of Chattanooga is made [See Attachment F for recommended format]
4. A copy of the **CHARTER** of the non-profit organization filed with Tennessee Secretary of State
5. A reference to the **SPECIFIC NON-PROFIT EXEMPTION** applicable to such non-profit organization under the Internal Revenue Code
6. A copy of the **ANNUAL REPORT** of the non-profit organization applicable for the year in which assistance is requested
7. A copy of the **AUDITED FINANCIAL STATEMENTS** of the non-profit organization for the most recent year audited (must be fiscal year 2012 or later). Fiscal Year 2013 Audited Financial Statements are preferred.
8. A list of **BOARD OF DIRECTORS**, including position, contact information, and number of years served
9. **Attachment A** – Budgeting for Outcomes Offer (Template Provided)
10. **Attachment B** – Comparative Financial Information
11. **Attachment C** – Program Beneficiary Statistics
12. **Attachment D** – Schedule of Positions, Salaries, and Wages
13. **Attachment E** – Major Sources of Funding for the Past Five Years
14. **Attachment F** – Budget Template (Budget Related to Offer)