

Community Agency Support

For consideration in the FY 2015 budget, **ALL REQUIRED DOCUMENTS** 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.

Tentative 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 15, 2014 – Provide Feedback to Agencies
April 3, 2014 – Final Offers Due to Mayor/City Council

Required Documents for Requesting Funds from the City of Chattanooga

1. A one-page **COVER LETTER** specifying:
 - o The name and address of the non-profit organization
 - o The name, address and telephone number of a specific contact person knowledgeable within the non-profit organization relative to any request for fund assistance
 - o The agency mission
 - o The result area for which funding is requested (See Requests for Offers)
 - o 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:
 - o A brief summary of the amount and proposed usage for any financial assistance appropriated by the City of Chattanooga
 - o A description of the specific programs of the non-profit organization which serve the residents of the City of Chattanooga
 - o 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
 - o 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)

Attachment A: Offer

Agency Name	
Offer Name	
Collaborating City Departments/Agencies	
Total Number of Offers Submitted by Agency	

Result Area: (to which result is this most related)

Choose One				
Safer Streets	Smarter Students, Stronger Families	A Growing Economy	Stronger Neighborhoods	Efficient & Innovative Government

Identify Which Desired Outcomes This Offer Impacts:

1	
2	
3	

Offer Description

(What is the service/program? How will it be provided? What innovation & sustainability practices does this leverage? What difference does this offer make and how will we know? Make a compelling case for your offer.)

(insert answers here.)

Expenditure Summary

Number of Employees required
 Personnel Costs (including Benefits)
 Operating Costs
 Total Financial/Budget Request

\$	Description

Financial Offsets

Grant \$
 Private/Corporate Financial Contributions
 Volunteer Labor (hours projected)

Performance Data (how will measure your performance? How will you know if you are achieving the desired outcomes)

	2013-2014	Historical Comparison Data?
Measure 1		
Measure 2		
Measure 3		

Return on Investment

How do citizens benefit?

Does this activity leverage other financial resources?

How does this decrease costs over time

Attachment B: Comparative Financial Information

Agency Name: _____

This section relates to agency efforts specifically funded by Chattanooga dollars to benefit Chattanooga residents, relative to the dollars given by adjoining governmental entities.

Dollars provided to your organization in FY 2014 by the following entities:	Percent of your total annual operational funding provided by local government	% of Hamilton County Population*
Chattanooga		49.83%
Unincorporated Hamilton County		30.22%
Hamilton County Government's (General funds)		
Collegedale		2.46%
East Ridge		6.24%
Lakesite		0.54%
Lookout Mountain		0.54%
Red Bank		3.46%
Ridgeside		0.12%
Signal Mountain		2.25%
Soddy-Daisy		3.78%
Walden		0.56%
Other (Outside Hamilton County)		
	Above percentages should total 100%	
Percent of Services rendered to residents of:	Estimate, if you do not now track this data.	
Chattanooga		49.83%
Unincorporated Hamilton County		30.22%
Hamilton County Government's (General funds)		
Collegedale		2.46%
East Ridge		6.24%
Lakesite		0.54%
Lookout Mountain		0.54%
Red Bank		3.46%
Ridgeside		0.12%
Signal Mountain		2.25%
Soddy-Daisy		3.78%
Walden		0.56%
Other (Outside Hamilton County)		
	Above percentages should total 100%	

*Population numbers are from 2010 U.S. Census.

Attachment C: Program Beneficiary Statistics

Agency Name: _____ Program: _____

Program Beneficiary Characteristics Clients/Patients/Recipients/Other	FY 2013	FY 2014 (YTD)	FY 2015 (Projected)
1. Unduplicated Count of Program Beneficiaries TOTAL			
a) Total Continuing From Previous Fiscal Year			
b) Total New for the Year			
c) Total Terminated During the Year			
2. Age Group TOTAL			
a) Infants – Under 5			
b) Between 5 and 12			
c) Between 13 and 17			
d) Between 18 and 29			
e) Between 30 and 64			
f) 65 and over			
g) Not Known			
3. Sex TOTAL			
a) Male			
b) Female			
c) Not Known			
4. Ethnic Background TOTAL			
a) White			
b) Black			
c) Hispanic			
d) Oriental			
e) Other – Ethnic Minority			
f) Not Known			
5. % Income Level TOTAL			
a) Below 9,999			
b) 10,000 – 19,999			
c) 20,000 – 29,999			
d) 30,000 and Over			
e) Not Known			
6. Location of Residence TOTAL			
a) Chattanooga			
b) Outside of Chattanooga			
c) Not Known			

