

## **SUMNER COUNTY GOVERNMENT OUTSIDE AGENCY FUNDING REQUEST**

The instructions detailed below are for any outside agency that is requesting funding assistance from Sumner County. These instructions must be complied with in order for the funding request to be considered by the Sumner County Board of County Commissioners in the upcoming fiscal year budget. Upon completing the “Outside Agency Funding Request”, a statement must be signed by the person submitting the application certifying the accuracy of the information being submitted and agreeing to allow Sumner County Government, at any time, to review the organization’s books and records upon request.

**All requests, with required documentation, must be received by the Finance Department no later than 4 p.m., March 1, 2019.**

Once the annual budget is approved by the Sumner County Board of County Commissioners, a notice of all approved nonprofit appropriations will be placed in the county newspaper. Thirty days after publication, a request for one half (1/2) of the annual appropriation amount may be submitted to the finance department. The second half of the appropriation may be requested after January 1; all appropriations must be requested no later than June 15 of the fiscal year for which it was approved. Before any payments can be made, as required by state statute, someone within the organization must “file with the county clerk a copy of an annual report of its business affairs and transactions, which includes, but is not limited to, a copy of an annual audit, a description of the program that serves the residents of the county, and the proposed use of county assistance...Any non-profit organization that desires such financial assistance may file, in lieu of the annual audit, an annual report detailing all receipts and expenditures...Such report shall be prepared and certified by the chief financial officer of such nonprofit organization.”

### **AUTHORIZED ORGANIZATIONS**

Sumner County Government is authorized, by state statute, to provide funds to two types of outside agencies: nonprofit charitable organizations and nonprofit civic organizations.

“A nonprofit charitable organization is one in which no part of the net earnings inures or may lawfully inure to the benefit of any private shareholder or individual and that provides services benefiting the general welfare of the residents of the county.” The county’s legislative body has determined that any such services must be provided year-round for an organization to qualify for an appropriation.

A nonprofit civic organization is defined as a civic organization exempt from taxation pursuant to Section 501(c)(4) of the IRS code. A nonprofit civic organization must operate “primarily in the county for the purpose of bringing about civic betterments and social improvements through efforts to maintain and increase employment opportunities in the county by promoting industry, trade, commerce, tourism and recreation by inducing manufacturing, industrial, governmental, educational, financial, service, commercial, recreational and agricultural enterprises to locate in or remain in the county.”

**If the organization does not fit into one of these two category types, the organization is not statutorily eligible to receive county funds.**

## **THE FOLLOWING ITEMS MUST BE SUBMITTED BY NONPROFIT CHARITABLE ORGANIZATIONS OR NONPROFIT CIVIC ORGANIZATIONS**

1. A completed application (pages 3-7 of this document)
2. A copy of the organization's most recent financial statement(s), including a balance sheet, a summary of operations, and an audit if available (indicate basis of accounting). If audited financial statements are not available, the un-audited financial statements must be certified by the organization's chief financial officer.
3. A copy of the IRS letter recognizing the organization as a nonprofit organization, or a copy of the state solicitation letter for the organization
4. The organization's budgeted and actual financial information in the format requested below
5. Any additional explanations for which there is not sufficient space on the "Outside Agency Funding Request Application"

If the organization serves a multi-county area, the submitted records should reflect Sumner County revenues and expenses separately from other counties.

The records that are submitted to Sumner County Government to provide information regarding the organization's funding request will be open for public inspection.

## **FINANCIAL INFORMATION REQUESTED FROM CALENDAR YEAR AGENCIES**

1. The following items must be provided:
  - A. Budgeted revenues and expenses for the prior calendar year
  - B. Actual revenues and expenses for the prior calendar year
  - C. Budgeted revenues and expenses for the current yearExample: A request due to Sumner County on March 1, 2019 will need:
  - a) 2018 budgeted amounts, b) 2018 actual amounts, and c) 2019 budgeted amounts
2. When listing sources of funds, a detailed breakdown must be given. Categorize funding separately for city, county, grants, program fees, private donations, etc.
3. When listing uses of funds, a detailed breakdown must be given. Item descriptions must provide adequate information to demonstrate the intended use of funds.
4. If the organization pays salaries, a salary schedule must be included that details job titles, names, and amounts paid. This information is to be presented for the periods as listed above.
5. Beginning cash balances should be disclosed for both years identified in item 1 above.

## **FINANCIAL INFORMATION REQUESTED FROM FISCAL YEAR AGENCIES**

1. The following items must be provided:
  - A. Budgeted revenues and expenses for the current fiscal year
  - B. Actual revenues and expenses for the current fiscal year (estimate, if possible, for incomplete months)
  - C. Budgeted revenues and expenses for the upcoming fiscal yearExample: A request due to Sumner County on March 1, 2019 from an organization with a fiscal year-end of June 30, 2019 will need: a) budgeted amounts from 7/1/2018 through 6/30/2019; b) actual amounts from 7/1/2017 through 6/30/2018, and c) budgeted amounts for 7/1/2019 through 6/30/2020.
2. The information requested in items 2 through 5 under calendar year agencies is also needed for fiscal year agencies.

# SUMNER COUNTY GOVERNMENT OUTSIDE AGENCY FUNDING REQUEST APPLICATION

Fiscal Year 2020

**GENERAL INFORMATION**

Legal name of organization applying: \_\_\_\_\_  
*(Should be same as on IRS determination letter and as supplied on IRS Form 990)*

Executive Director: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Primary Contact	Alternate Contact
Name: _____	Name: _____
Title: _____	Title: _____
Phone: _____	Phone: _____
E-mail: _____	E-mail: _____

Address (*principal administrative office*): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
*(include area code) (include area code)*

Number of Paid Staff Members: Full-Time \_\_\_\_\_ Part-Time: \_\_\_\_\_

List of current Board of Directors and Officers:  
 \_\_\_\_\_  
 \_\_\_\_\_

List any previous support from Sumner County in the last three years:  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Summary of Program, Project, or Service</b> <i>(Attach additional information if necessary)</i>		
<b>Summary of Objectives Achieved</b>	<b>Number of Community Members Impacted</b>	<b>Measured Outcomes of Program/Project/Service</b>

How many people are served by the organization? \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_

County Resident Percentage: \_\_\_\_\_ City Resident Percentage: \_\_\_\_\_

**BUDGET INFORMATION**

Current Annual Operating Budget: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

If this request reflects an increase in support amount from previous year, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Does organization operate on a calendar year or fiscal year (if fiscal year, give the beginning/ending months) \_\_\_\_\_

Does the organization’s volunteer board approve the annual budget and review regular financial reports?  Yes  No

If no, explain.

\_\_\_\_\_

Purpose for funds requested:  Project  General Budget

A. Expenses: Include the total amount for each of the following budget categories.

	<b>Amount Requested From County</b>	<b>Total Projected Expenses</b>
<b>Salaries</b>	\$	\$
<b>Consultants/Professional Fees</b>	\$	\$
<b>Insurance</b>	\$	\$
<b>Supplies</b>	\$	\$
<b>Equipment</b>	\$	\$
<b>Rent</b>	\$	\$
<b>Utilities</b>	\$	\$
<b>Maintenance</b>	\$	\$
<b>Marketing</b>	\$	\$
<b>Other (specify)</b>	\$	\$
	<i>Total Amount Requested:</i> \$	<i>Total Projected Expenses:</i> \$

Additional Income Sources: List amount of funds requested and received from other income sources below. List all income sources, amounts requested, and amounts received. If needed, please attach a separate sheet of paper.

<b>Additional Income Sources</b>			
<b>Income Sources</b>	<b>Amount Received</b>	<b>Percentage of Total Project Budget</b>	<b>Percentage of Total Organizational Budget</b>
City Government Grants			
State Government Grants			
Federal Government Grants			
Foundation Grants			
Corporate Grants			
United Way			
Individual Contributions			
Earned Income			
Interest Income			
In-Kind Support			
Other Income			
Other Grants			

Audit Information: Is your organization audited annually?  Yes  No

If yes, please attach the organization’s audit reports from the preceding two (2) years to this application.

## PROJECT INFORMATION

If applicable, fill in program or project objectives below:

<b>Program/Project Name:</b> <hr/>	<b>Program/Project Time Frame:</b> <hr/>	
<b>Projected Outcomes</b> ( <i>What is the program or project's effect on community during or after the program or project?</i> ) <hr/>	<b>Short-Term Outcomes</b> <hr/>	<b>Long-Term Outcomes</b> <hr/>

Other comments:

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I hereby certify, to the best of my knowledge and belief, that the information submitted with this request is accurate and that the attached budget was approved by our governing board on \_\_\_\_\_. The board also agrees to allow Sumner County officials to review the books and records of this agency should they so desire. The undersigned is authorized to sign and bind the organization.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Please contact Jessica Allison (615) 451-6033 if you have questions related to this application. **Return this form, with required documentation, to the Finance Department no later than 4:00 p.m., March 1, 2019.**

SUMNER COUNTY FINANCE DEPARTMENT  
ATTN: JESSICA ALLISON  
355 NORTH BELVEDERE DRIVE  
ROOM 302  
GALLATIN, TN 37066