

## **SUMNER COUNTY GOVERNMENT'S NONPROFIT, CIVIC ORGANIZATION FUNDING REQUEST**

Nonprofit, civic organizations, please use the following instructions to request funding from the Sumner County Government. Information submitted to the Sumner County Government, as a part of this funding request, will be open for public inspection. To be considered a nonprofit, civic organization, your organization must be exempt from taxation pursuant to the Internal Revenue Code, and it must operate in the county primarily for the purpose of bringing about civic betterments and social improvements through efforts to maintain and increase employment opportunities in Sumner 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 to remain in Sumner County. This application is not for use by other nonprofit, charitable organizations.

No later than midnight on March 1<sup>st</sup>, the completed application along with all required documentation must be received by email, received from a carrier, or delivered by hand to be eligible for consideration. All eligible requests will be considered by the Sumner County Budget Committee during the annual budget process.

### **TO BE ELIGIBLE FOR CONSIDERATION, SUBMIT THE FOLLOWING ITEMS:**

- Completed pages 2 and 3 of this form; attach additional pages as needed
- A list of the current board of directors including offices held and terms
- A copy of the Internal Revenue Service (IRS) letter recognizing the organization as a nonprofit organization or a copy of the state solicitation letter for the organization and the most recent IRS Form 990, 990-EZ, or 990-N, as applicable, filed with the IRS
- If audited, the most recent audited financial statements, or for organizations that are not audited, unaudited financial statements—balance sheet, operating statements, and cash flow statements—certified by the organization's chief financial officer
- Current year's proposed budget that details, at a minimum, all revenues by source (separately listing city, county, state, other grants, private donations, program fees, sales, etc.) and all expenses by natural expense classifications

Any nonprofit organization that receives financial assistance from the county must file an annual report of its business affairs and transactions with the Sumner County Clerk's Office and the Sumner County Finance Department. This report must include a copy of an annual audit (if available), a description of the program that serves the residents of the county, and the proposed use of the county assistance. If an annual audit is not available, provide the annual reporting form for non profit organizations, prescribed by the Tennessee Comptroller of the Treasury, that is located on the finance department's website. Failure to provide the required documentation will forfeit the nonprofit organization's appropriation and the opportunity to apply for a civic contribution in the subsequent funding year.

**SUMNER COUNTY GOVERNMENT'S  
NONPROFIT, CIVIC ORGANIZATION FUNDING REQUEST  
THE FISCAL YEAR ENDING JUNE 30, 2021**

**GENERAL INFORMATION**

Legal Name of Organization: \_\_\_\_\_  
(Should be same as on IRS determination letter and as supplied on IRS Form 990)

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

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

Date Founded: \_\_\_\_\_ Website: \_\_\_\_\_

Executive Director: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Funding Request Contact: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

How many Sumner County residents are served by the organization? \_\_\_\_\_

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

What is the organization's mission?	
Provide a summary of service and program(s) provided.	
What is the expected impact on Sumner County?	
How do you measure your impact? Provide specific measurements and the most recent results.	
How will funding from Sumner County be used?	

**BUDGET INFORMATION**

Current Annual Operating Budget: \$ \_\_\_\_\_ Fiscal Year End: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Percent of total budget \_\_\_\_\_

Purpose for Funds Requested:  Project  General Budget

Audit Information: Is the organization audited annually?  Yes  No

List any support received from Sumner County in the last three years. If requesting an increase, explain why.	
Describe any in-kind donations received, and provide an approximate value.	
How does the board of directors support the organization (financially or otherwise)?	
Describe the organization’s plan for future sustainability.	

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Please contact Jessica Allison at (615)451-6033 if you have questions related to this application. Submit this application to the address below or, alternatively, email to [jallison@sumnercountytn.gov](mailto:jallison@sumnercountytn.gov).

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

**Sumner County Finance Department Use Only**

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Received By: \_\_\_\_\_