

## City Council Community Improvement (202) Funds Checklist

**IMPORTANT:** An organization or entity seeking an appropriation of Community Improvement (202) Funds from City Council must submit this completed checklist and ALL documents listed. Documents must be accurate and current.

**Documents or information not provided or not current may result in a denial.**

Submissions will be reviewed quarterly. If a submission is received after the deadline date it will be included in the next quarter submissions. **Submit** to the Internal Auditor at [skirk@knoxvilletn.gov](mailto:skirk@knoxvilletn.gov).

### Deadlines to submit checklist and documents for Fiscal Year 2021-2022:

Quarter:	Date:	Agenda:
1st: 07/1/2023-09/30/2023	August 22nd, 2023	Sep. 5, 2023
2nd: 10/01/2023-12/31/2023	November 14th, 2023	Dec. 12, 2023
3rd: 01/01/2024-03/31/2024	February 20th, 2024	Mar. 19, 2024
4th: 04/01/2024-06/30/2024	May 14th, 2024	Jun. 11, 2024

Requests outstanding at the end of the fiscal year will be closed. No requests will be carried forward year.

### Organization requesting funds:

Funds are regulated by Tennessee Code Annotated §6-54-111 and Knoxville City Code of Ordinances §2-596 through §2-603. City Code of Ordinances can be found online at [www.knoxvilletn.gov](http://www.knoxvilletn.gov).

**Funds cannot be used for religious or sectarian purposes as specified in Knoxville City Code §2-599.**

**Funds cannot be (nor indicated) appropriated for advertisements, tickets, admission, or any other gift that may result in a "quid pro quo". Do you acknowledge that your request is within these guidelines?** Y \_\_\_ N \_\_\_

**Amount Requesting:** \_\_\_\_\_

**Contact Person Name & Title:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_ **Contact Email Address:** \_\_\_\_\_

### Documents required:

- \_\_\_ A copy of most recent fiscal year's audited financial statements. (May use Form 990 or 990 e-postcard with proof of submission.)
  - \_\_\_ A copy of instruments of organization such as: constitution, bylaws, corporate charter, or other articles.
  - \_\_\_ A copy of letter from the Internal Revenue Service evidencing the organization is a nonprofit organization under the Internal Revenue Code of 1954. Must show tax identification number.
  - \_\_\_ A copy of a signed & completed W-9.
  - \_\_\_ A letter on letterhead with ALL of the following:
    - \_\_\_ The amount of funding requested.
    - \_\_\_ A statement of how the program or organization serves the residents of the city.
    - \_\_\_ The proposed use of the municipal funding and assistance.
  - \_\_\_ The proposed budget for the organization, indicating all sources of funds and all proposed expenditures by category.
- Such other information as may be required by council. Council may request additional information in relation to any submissions. If requested the contact information provided above will be contacted.

Examples of documents at [knoxvilletn.gov](http://knoxvilletn.gov) -> City Council -> Community Improvement (202) Funds -> FAQs

1	Smith:	Vendor #:	INTERNAL USE ONLY:
2	Roberto:	State Business Search:	
3	Singh:	Press Notice Required:	
4	Rider:	Date Request Received:	
5	Thomas:	For Fiscal Year: For Quarter:	
6	McKenzie:	Submitted to Agenda:	
A	Fugate:	Agenda #: Ordinance:	
B	Helsley:	Letter to Org: Payment Request:	
C	Parker:	Batch: Invoice #:	