Request for City Council Community Improvement (202) Funds Checklist

IMPORTANT: Make sure **ALL** blanks are completed and documents included. Please understand **any information not provided may cause a delay in processing.** This checklist must be completed for **every** request.

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.

Name of organization requesting funds:_____
Amount Requested:_____
Contact Person Name/Title:_____
Phone/Email:_____
_____

Knoxville City Code §2-599 states: "No appropriation or expenditure may be made to a religious or sectarian organization." Under §2-599 are you eligible to receive funds? Y ___ N ___

List of required documents:

____ A copy of the most recent fiscal year's audited financial statements
____ A copy of instruments of organization such as: constitution, bylaws, corporate charter, or other articles.
____ A copy of a letter from the Internal Revenue Service evidencing the fact that the organization is a nonprofit, tax-exempt organization under the Internal Revenue Code of 1954, as amended.
____ A copy of a signed 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.

To Submit include all required documents and a completed checklist to the City Recorder's Office - Attention Savannah Maupin, Internal Auditor.

via mail: City Recorder's Office
Attn: Savannah Maupin, Internal Auditor
PO Box 1631
Knoxville, TN 37901

via email: smaupin@knoxvilletn.gov

INTERNAL USE ONLY: April 2018

Welch:	Vendor #:
Roberto:	State Business Search:
Singh-Perez:	Press Notice Required:
Rider:	Request Received:
Campen:	Circulated to Council:
McKenzie:	Ordinance:
Wallace:	Agenda #:
Stair:	Submitted:
Saunders:	Batch: