

SUMNER COUNTY GOVERNMENT'S NONPROFIT, CHARITABLE ORGANIZATION FUNDING REQUEST

Nonprofit, charitable 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, charitable organization, your organization must be exempt from taxation pursuant to the Internal Revenue Code, and it must provide services that benefit the general welfare of Sumner County's residents. This application is not for use by other nonprofit organizations: civic institutions, rural fire departments, or government-extension agencies (as determined by Sumner County Government).

After Sumner County determines the total amount available for nonprofit, charitable donations during its annual budget cycle, the nonprofit, charitable organizations are invited to submit completed funding requests by **4 pm on October 1, 2023**. Subsequently, the Sumner County Charitable Giving Panel will invite all eligible agencies to present their proposals, and the panel will evaluate all requests. Early in the 2024 calendar year, after the Sumner County Commission approves the Sumner County Charitable Giving Panel's recommendations, Sumner County will disburse charitable appropriations. Agencies are eligible for awards no greater than \$2,500 in the first year, and awards may not increase by more than \$2,500 in subsequent years. However, in years where Sumner County's total amount available for charitable contributions does not increase, the committee will give preference to prior year recipients that continue to adequately demonstrate their positive impact on our community.

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 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 an annual report on the form prescribed by the Tennessee Comptroller of the Treasury. Failure to provide the required documentation will forfeit the nonprofit organization's appropriation and the opportunity to apply for a charitable contribution in the subsequent funding year.

**SUMNER COUNTY GOVERNMENT'S
NONPROFIT, CHARITABLE ORGANIZATION FUNDING REQUEST
The Fiscal Year Ending June 30, 2024**

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.

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: _____