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.

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

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Date:</th>
<th>Agenda:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st:</td>
<td>07/1/2021-09/30/2021</td>
<td>August 16th, 2021</td>
</tr>
<tr>
<td>2nd:</td>
<td>10/01/2021-12/31/2021</td>
<td>November 15th, 2021</td>
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<tr>
<td>3rd:</td>
<td>01/01/2022-03/31/2022</td>
<td>February 14th, 2022</td>
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<tr>
<td>4th:</td>
<td>04/01/2022-06/30/2022</td>
<td>May 15th, 2022</td>
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Requests outstanding at the end of the fiscal year will be closed. No requests will be carried forward year.

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.

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 ___

Organization requesting funds:__________________________________________________________

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 -> City Council -> Community Improvement (202) Funds -> FAQs