City Council Community Improvement (202) Funds Checklist - SCHOOLS

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@knoxvillete.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: 07/1/2021-09/30/2021</td>
<td>August 16th, 2021</td>
<td>Sep. 21, 2021</td>
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<tr>
<td>2nd: 10/01/2021-12/31/2021</td>
<td>November 15th, 2021</td>
<td>Dec. 14, 2021</td>
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<tr>
<td>3rd: 01/01/2022-03/31/2022</td>
<td>February 14th, 2022</td>
<td>Mar. 22, 2022</td>
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<tr>
<td>4th: 04/01/2022-06/30/2022</td>
<td>May 15th, 2022</td>
<td>Jun. 14, 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.knoxvillete.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 ___

School requesting funds:______________________________________________________________________________

Amount Requesting:__________________________________________________________________________________

Contact Person Name & Title:__________________________________________________________________________

Contact Phone Number:________________________ Contact Email Address:_________________________________

Also include contact information for someone in the event the school office is closed, out sick, or it is summer time.

"Back up contact":__________________________________________________________________________________

Documents required:

_____ 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.

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 knoxvillete.gov -> City Council -> Community Improvement (202) Funds -> FAQs

Other documents as may be required by Tennessee Code Annotated §6-54-111 and Knoxville City Code of Ordinances §2-596 through §2-603 are provided via Knox County.