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:

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