

NON-PROFIT APPLICATION
City Council - Community Improvement 202 Fund Request

Organization/Applicant: _____

EIN (Federal Tax ID) Number _____

Contact Person/Title/Phone# _____

Required documents:

1. **Copy of IRS Designation Letter:** Tenn. Code Ann. § 6-54-111 requires organizations to be either non-profit charitable 501(c)3 and provide year-round services benefiting the general welfare of the residents of the municipalities, or 501(c)(4) or (c)(6) that “operates primarily for the purpose of bringing about civic betterments and social improvements through efforts to maintain and increase employment opportunities in the municipality by promoting industry, trade, commerce tourism and recreation by inducing manufacturing, industrial, governmental, educational, financial, service, commercial, recreational, and agricultural enterprises to locate in or remain in the municipality”.

2. **Copy of most current Annual Report** of business affairs and transactions, which include an annual financial statement audit, annual Treasurer’s Report or current Form 990, filed with the IRS. (If your organization has not been in existence long enough to have an annual audit performed, you will be ineligible, under the statute, to receive any financial aid from the municipality.)

3. **Written request on non-profit letterhead**, requesting specific amount of funding, including details and background of grant request. For entities identified as non-profit charitable 501(c)3 status, include examples/type of year-round services provided, benefiting the general welfare of the residents of the municipality.

Submit completed forms to: City Recorder’s Office
Attn: Melissa Peters
Room 460, City Recorder’s Office
City County Building
Fax #865-215-4269

Mailing Address:
City Recorder’s Office
Attn: Melissa Peters
PO Box 1631
Knoxville, TN 37901