



SUMNER COUNTY GOVERNMENT OUTSIDE AGENCY FUNDING REQUEST

The instructions detailed below are for any outside agency that is requesting funding assistance from Sumner County. These instructions must be complied with in order for the funding request to be considered by the Sumner County Board of Commissioners in the upcoming fiscal year budget. Upon completing the Application for Funds, you will be required to sign a statement certifying to the accuracy of the information submitted and agreeing to allow Sumner County to review your books and records upon request.

All requests, with attached documentation, must be in the Finance Department no later than 4 p.m. on March 26, 2010.

If you are a new agency or an agency that has never before requested aid in funding from Sumner County, you should be aware that the maximum first time request is \$2,500. Any exception to this limit will require a 2/3 vote of the legislative body.

STATE LAW

According to State Law, Sumner County may provide funds to two types of outside agencies: non-profit charitable organizations and non-profit civic organizations.

A non-profit charitable organization is defined as one in which no part of the net earnings benefit any private shareholder or individual and which provides year round services benefiting the general welfare of the residents of the county.

A non-profit civic organization is defined as a civic organization exempt from taxation pursuant to Section 501(c)(4) of the IRS code. A non-profit civic organization must operate primarily for the purpose of bringing about civic betterment and social improvements through efforts to maintain and increase employment opportunities in the County 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 County.

If your organization does not fit into one of these two category types, you are not eligible to receive county funds.

IF YOU ARE A NON-PROFIT CHARITABLE ORGANIZATION OR A NON-PROFIT CIVIC ORGANIZATION, YOU MUST SUBMIT THE FOLLOWING:

1. A completed application;
2. A copy of your most recent financial statement including balance sheet and summary of operations (audit if available). Indicate basis of accounting;
3. A copy of the IRS letter recognizing your organization as a non-profit organization or a copy of the state solicitation letter for your organization;
4. Your budget and actual financial information in the format requested below; and

5. Any additional explanations for which you do not have sufficient space on the Application for Funds form.

Sumner County will publish its intent to provide funding to your organization in the local newspaper. The records that your organization submits to Sumner County to provide information regarding your funding request will be open for public inspection.

FINANCIAL INFORMATION REQUESTED FROM CALENDAR YEAR AGENCIES:

1. You must provide:
 - a. Budgeted revenues and expenses for the prior calendar year
 - b. Actual revenues and expenses for the prior calendar year
 - c. Budgeted revenues and expenses for the current year

Example: A request due to Sumner County on March 26, 2010 will need:
a) 2009 budget, b) 2009 actual, and c) 2010 budget.
2. When listing sources of funds, give a detailed breakdown. Categorize funding from city, county, grants, program fees, private donations, etc. separately.
3. When listing uses of funds, give a detailed breakdown. Be sure item descriptions provide adequate information to demonstrate your intended use.
4. If your agency pays salaries, you must attach a salary schedule detailing job title, name, and dollar amount. This information is to be presented for the periods as listed above.
5. Beginning cash balances should be disclosed for both years identified in Item 1 above.

FINANCIAL INFORMATION REQUESTED FROM FISCAL YEAR AGENCIES:

1. You must provide:
 - a. Budgeted revenues and expenses for the current fiscal year
 - b. Actual revenues and expenses for the current fiscal year (estimate, if possible, for incomplete months)
 - c. Budgeted revenues and expenses for the upcoming fiscal year

Example: A request due to Sumner County on March 26, 2010 from an agency with a fiscal year-end of June 30, 2010 will need: a) budget figures from 7-1-2009 through 6-30-2010; b) actual figures from 7-1-2009 through 6-30-2010, including estimates when possible for March-June 2010; and c) budget figures for 7-1-2010 through 6-30-2011.
2. The information requested in items 2. through 5. under calendar year agencies is also needed for fiscal year agencies.

If your agency serves a multi-county area, your budget should reflect Sumner County revenues and expenses separately from other counties.

**SUMNER COUNTY GOVERNMENT
APPLICATION FOR FUNDS**
(Deadline – March 26, 2010)

1. Name of organization _____
Type of organization: Charitable _____ Civic _____ Government _____
2. Purpose of organization _____

3. Address _____
4. List of current Board of Directors and Officers:

5. Contact Person _____ Alternate Contact _____
Title _____ Title _____
Phone Number _____ Phone Number _____
Email _____ Email _____
6. Amount of funds requested _____
7. State how funds will be used _____

8. How many paid staff members do you have? Full Time _____ Part Time _____
9. Amount of funds received from the County in 2009-2010 budget _____
If this request reflects an increase, please state reason. _____

10. Does your organization operate on a calendar year or a fiscal year (if fiscal, give beginning and ending months) _____

11. Does your volunteer Board approve the annual budget and review regular financial reports? If no, explain. _____

12. How many people are served by your organization? _____
County resident percentage _____ City resident percentage _____

13. Amount of funds requested
a. from cities 2009-2010: _____ Received: _____
b. from cities 2010-2011: _____

14. Other Comments: _____

I hereby certify, to the best of my knowledge and belief, that the information submitted with this request is accurate and that the attached budget was approved by our governing board on _____. The Board also agrees to allow Sumner County officials to review the books and records of this agency should they so desire. Undersigned is authorized to sign and bind organization.

DATE

SIGNATURE

TITLE

Return this form, with required documentation, to the Finance Department no later than 4 p.m. on March 26, 2010. Please call Beth Browning at 615.451.6048 or Trina Curd at 615.451.6033 if you have questions.

SUMNER COUNTY FINANCE DEPARTMENT
ATTN: BETH BROWNING
355 NORTH BELVEDERE DRIVE
ROOM 302
GALLATIN TN 37066