

ADMINISTRATION

Russell B. Truell
Assistant City Administrator, CFO
Finance



ITEM #33
BOMA
02/08/2011

Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

H I S T O R I C
F R A N K L I N
T E N N E S S E E

January 31, 2010

Agency
123 Main Street
Franklin, TN

Re: Nonprofit Allocations from the City Budget

Dear Agency:

At the January 26 meeting of the Budget & Finance Committee, the issue of appropriations to nonprofit agencies was discussed. There appears to be a consensus on several topics.

First, this year the City of Franklin will facilitate the allocations process. In prior years, the United Way of Williamson County was gracious enough to assist in the allocation process by conveying a panel of citizens to review the applications and make a recommendation. The sense of the Board of Mayor & Aldermen is to bring the process back in-house, so staff members from the Finance Department will be contacting you for the required information.

Second, the application forms will be changed. Each of you will receive forms to complete in the next week or so. City staff will provide you with a copy of the forms that are currently required by Williamson County, plus a short questionnaire as an addendum to the County forms. Copies of your most recent audit, proof of your non-profit status, and any other forms or due diligence required by the State Comptroller's office should be sent to the City.

Third, the deadline to submit the forms and required material will be April 4. Naturally, it would help us in our budget preparation if you can submit the forms earlier. Your request for allocation will be presented to the Board of Mayor and Aldermen during the budget process in May. We have reserved the third week of May for budget hearings.

Finally, the Committee agreed that there is little likelihood that any additional funds will be available in the next fiscal year. This has not yet been decided by the full Board, but our overall revenues have not increased materially in the first six months of the current fiscal year. Forecasts for next year include continued slow growth, which will constrain our ability to increase funding. It is possible that the Board will ask for reductions similar to those of the last two years. For that reason, I would recommend that you base your request on last year's approved allocation amount.

If you have questions about the process, you may contact my assistant, Joan Johnson at 791-1457 or joanj@franklintn.gov. Once they are finalized, we hope to put the application forms and a checklist of required documentation on our website for your convenience.



HISTORIC
FRANKLIN
TENNESSEE

We look forward to working with you and to assisting you in your programs to better serve our City.

Kindest Regards,

Russell B. Truell,
Assistant City Administrator/CFO

RT/jj

City of Franklin
APPLICATION ADDENDUM

For the funding year, July 1, 2011 through June 30, 2012

Name of Agency: _____

Date: _____

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2012:

Please provide information on any interaction that your agency has with the operations of City Of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

Please answer completely the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)
2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.
3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.
4. What percent of your local agency budget is your allocation request from the City of Franklin?
5. What other fundraising activities does your agency engage in during the year?
6. Do you charge any fees for your services?

**NON-PROFIT ORGANIZATION
REQUEST FOR WILLIAMSON COUNTY FUNDS
2010-11 FISCAL YEAR**

Organization Name: _____ **Phone:** _____

Contact Person & Title: _____

Mailing Address: _____

Federal Identification # (if applicable): _____

Number of Active Participants in Organization: _____

Does this organization charge fees to participants? Yes ____ No ____

If Yes, please itemize the structure utilized (use a separate sheet if necessary): _____

If No, please explain: _____

Please provide the approximate number of clients served by your program on a yearly basis and an estimate of how many are Williamson County residents: _____

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed): _____

**Non-Profit Organization Request for
Williamson County Funds - Page Two**

Organization: _____

NOTE: If necessary, please use a separate sheet in this format for the inclusion of additional expenditures or revenue line items)

EXPENDITURES:	Actual 2008-09	Expended 2009-10	Requested 2010-11
TOTAL BUDGET			

REVENUES: (include any fund raising events)	2008-09	2009-10	2010-11
Williamson County Government			
TOTAL REVENUES			

**Non-Profit Organization Request for
Williamson County Funds - Page Three**

Organization: _____

Personnel & Salary Information

Personnel (list by Positions)	Salary 2008-09	Salary 2009-10	Salary 2010-11

List any equipment owned by this organization funded, in whole or in part, by Williamson County. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): _____

