



## City of Gallatin Application for

Dear Applicant:

Each year, the City of Gallatin receives numerous funding requests from groups and agencies. In order to fairly assess requests, the City has implemented a formal application process.

Any and all groups or agencies requesting money must complete this application and submit it to the City. An application received after the deadline will not be considered. Applications must be completed annually regardless of previous funding requests or appropriations.

Once all applications are received, the City will review the applications and may schedule interviews with the group or agency. The City Council votes on all community enhancement grants as part of the annual budget process.

As part of the application process, please review the following information, sign that you acknowledge and understand the information, and return this page with your application.

- This application must be completed and the original submitted to the Director of Finance no later than 4 p.m. on February 28<sup>th</sup>. A copy of this application must also be submitted to the Mayor's Office no later than 4 p.m. on February 28<sup>th</sup>. (We suggest you keep a copy of the completed application for your records.)
- If the City appropriates funds to the applicant, it is the applicant's responsibility to request in writing from the Finance Department disbursement of the funds during the appropriate fiscal year. If the applicant does not formally request disbursement of the funds during the appropriate fiscal year, the applicant forfeits the grant.
- Once the City receives a formal request for release of funds, the grant monies may be dispersed in even amounts on a quarterly basis.
- At any time, the City may request a review of the services of the group or agency to assure funds are being used appropriately and for the stated purposes.
- The City of Gallatin reserves the right to withhold funding if the City determines the funds are not being used for the purpose stated in the application.
- The City of Gallatin also reserves the right to withhold funding for valid governmental purposes.

- The Gallatin Municipal Code requires all groups or agencies receiving funding to provide both an annual audited financial statement and a program of services within the community.

We will be happy to answer any questions you may have about the application and the process for funding requests. Please contact the Finance Office at 451-5963.

The below named representative of \_\_\_\_\_ has read and  
*(name of group/agency)*  
acknowledges information and requirements conveyed in the application.

\_\_\_\_\_  
Signature of person completing application

\_\_\_\_\_  
Print name of person completing application

Name of group or agency requesting funds: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Grant amount requested: \_\_\_\_\_

Is this a one-time request \_\_\_\_\_ Yes \_\_\_\_\_ No

***TO BE COMPLETED BY THE CITY OF GALLATIN***

Amount previously requested: \_\_\_\_\_ Amount previously granted: \_\_\_\_\_

How many years has this group/agency received funding from the City of Gallatin: \_\_\_\_\_

Is the applicant a 501(c)3? \_\_\_\_\_ Yes \_\_\_\_\_ No If no, why not

\_\_\_\_\_

\_\_\_\_\_

Attach the following to the application. If you can not provide the following, explain why:

- Documentation of 501(c)3 designation
- Documentation of Charter with the Tennessee Secretary of State
- Documentation of Charitable Solicitations permit/letter
- Board of Directors
- Current budget (include all sources and amounts of funding)
- Proposed budget (include all sources and amounts of funding)

Responses to the questions below may be answered in the space provided, or in a typed attachment. If the questions are answered in an attachment, they must be answered in the order they appear on the application. And, the answers must be clearly delineated.

What year was the group/agency established? \_\_\_\_\_ Has it operated continuously? \_\_\_ Yes \_\_\_  
No

If no, why not? \_\_\_\_\_

What is the purpose of the group/agency? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What specific services does the group/agency provide? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who are the clients and what is the service area? Ages? Demographics?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How does the group/agency calculate its success? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What method does the group/agency use to track its effectiveness? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overall, how does the group/agency assure the money it receives benefits the target clients and/or service area? \_\_\_\_\_

How many *and* what percentage of clients served reside in Gallatin? \_\_\_\_\_

How will the group/agency assure the money provided by the City of Gallatin directly serves residents of Gallatin? \_\_\_\_\_  
\_\_\_\_\_

Describe in detail how, or for what purpose, funds requested from the City of Gallatin will be used:  
\_\_\_\_\_  
\_\_\_\_\_