

Community Agency Support Instructions for Requesting Funds from the City of Chattanooga

For consideration in the FY 2017 budget, **ALL REQUIRED DOCUMENTS** (see pages 2-3) must be returned no later than **January 22, 2016**. Incomplete submission of all required documents and requests received after the deadline will **NOT** be considered for funding. **No submission will be considered unless all the required information, in the proper format, along with the application fee is received timely.** Documents should be submitted as attachments to each Budgeting for Outcomes offer through the Budgeting For Outcomes app.

Support is available at ChattanoogaBFO.org to provide instructions for submission along with other information.

Pursuant to T.C.A. 6-54-111, a \$50.00 fee, per Agency, is assessed to cover the cost of processing your application and must be received no later than January 22, 2016.

Submit the fee to:

Daisy W. Madison, CFO
Finance & Administration
101 East 11th Street, Suite 101
Chattanooga, Tennessee 37402

NO AGENCY IS GUARANTEED FUNDING. EACH YEAR'S REQUEST WILL BE EVALUATED SOLELY ON ITS OWN MERIT. THE LEVEL OF AWARD IS SUBJECT TO THE AVAILABILITY OF FUNDS.

Required Documents for BFO Requests

1. A **Cover Letter** specifying:
 - a. The name and address of the non-profit organization
 - b. The name, address and telephone number of a specific contact person within the non-profit organization relative to any request for appropriation of funds;
 - c. Total Capital funding requested from the City
 - d. Total Operations/BFO funding requested from the City
 - e. A statement by the chief executive officer of the non-profit organization indicating that the non-profit organization will, upon request, provide the following:
 - i. Detailed accounting of how and for what purpose the municipal funds were spent by the non-profit organization;
 - ii. List of accomplishments or outcomes achieved through the use of

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Template A3 – Budget Template (Budget Related to Offer Specifically)

Template B1 – Local Government Funding and Service Statistics

Template B2 – Program Beneficiary Statistics

Template B3 – Schedule of Positions, Salaries, and Wages

Template B4 – Major Sources of Funding for the Past Five Years