

City of Clarksville

Non-Profit Funding Policy

The City may provide, on a limited basis, annual budgetary support to qualified nonprofit charitable or civic organizations in the community. Such assistance is made possible by provisions in the Tennessee Code, Annotated under 6-54-111. This section, also, provides that “any funds appropriated under the provisions of this section shall be used and expended under the direction and control of the legislative body of a municipality in conjunction with the guidelines and procedures of the comptroller of the treasury.”

This policy is established in effort to provide fair and equitable funding to charitable and nonprofit organizations in the city of Clarksville and to provide procedures to apply for and receive funding.

Those charitable and nonprofit organizations that would like to qualify for consideration for funding from the City of Clarksville must provide:

1. A completed application for funding.
2. Evidence that the Tennessee Secretary of State recognizes the organization as a nonprofit charitable or civic organization.
3. Letter from the Internal Revenue Service recognizing the organization as holding tax-exempt status: 501(C) (3), 501(C) (4) or 501(C) (6).
4. A copy of the most recent organizational financial audit.

These documents must accompany the completed application presenting the intended use of the requested funds, and a detailed expenditure plan for the funds requested. Submission of such a request, does not guarantee neither favorable consideration, nor funding award to the organization.

A committee will be appointed by the mayor to review non-profit applications and recommend approval and award amounts to the City Council. Applications will be scored by the committee on the following criteria:

Program Description 10% – Write a detailed summary of what your organization does and also about your requested use for proposed funds.

Uniqueness of service 25% – This will ensure that services aren’t continually duplicated across various applying non-profits. The fewer applying non-profits that provide your service, the higher your score.

Contribution to Citizens 25% – How effective and active your organization is in the citizens’ lives and welfare. The more involved and responsible your nonprofit, the higher the score.

Number of Participants 20% – How many citizens participate in and benefit from your services and how many participants will specifically benefit from the funds you’ve requested from the City.

Audited Financials 20% – If your financials reveal money mismanagement, then your score will be lower.

Those organizations that are awarded funding will submit payment requests and quarterly financial reports of the organization. Documentation showing that expenditures were made for the intended purpose listed in the application will be submitted with the payment requests.