

## COUNTY COMMISSION ENHANCEMENT GRANT REQUIRED DOCUMENTATION

For **ALL** requests:

- Copy of the entity's 501(c)3 certificate for charitable organizations or 501(c)4 certificate for civic organizations
- Complete budget of how the grant funds will be used – **specific** to the grant request amount
- **If you are a repeat grant-recipient** your organization is required to complete our End of Year Process, in which more information can be located here: <http://www.shelbycountyttn.gov/3348/End-of-year-process> You are required to complete the form and upload an itemized budget specific to the exact amount that was received on last year, which is to be certified by your CFO (financial preparer)
- **There are new requirements to the state statute that doesn't apply only to CEP grants, but does apply to non-profits generally as well.** The statute in question is Tennessee Code Annotated §48-101-504, which says, in part, "Every charitable organization which intends to solicit contributions from or within this state, or have funds solicited on its behalf, shall, prior to any solicitation, file a registration statement with the secretary of state, upon forms prescribed by the secretary of state." Certain organizations, including churches, schools, and foundations supporting schools, as well as groups that raise less than \$30,000 per year are exempt, but all others must fulfill the registration and financial reporting requirements.

### **Register with the State:**

<https://sgssos.tn.gov/Login.aspx>

For **ALL** grant requests:

- Annual Reporting Form for Nonprofit Organizations (**MUST be downloaded from the actual grant application!!!**)  
\*\*\* at least 1 year of financial history from your most recent fiscal year with dates in month/year format; and not the current fiscal year (cannot predict future financials); must be reflected on the Annual Reporting Form \*\*\* **OR**
- Copy of an annual audit as of a date within 18 months of the start of the current fiscal year
- Itemized Budget specific to the grant request amount (can be greater than request but not less than)
- TN Charitable Solicitations Registration or Exemption (**read above**)
- 501c status letter from IRS

**VERY IMPORTANT: The only browsers compatible with the application are Mozilla Firefox 3.6 and Internet Explorer 7.0+ GOOGLE CHROME IS NOT COMPATIBLE**

**APPLICATION WEBSITE:**

<http://www.shelbycountyttn.gov/3185/County-Commission-Community-Enhancement->