

COUNTY COMMISSION ENHANCEMENT GRANT REQUIRED DOCUMENTATION

For **ALL** grant requests:

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:

https://communityenhancementgrants.fluxx.io/user_sessions/new

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 (signed and printed name) by your CFO (financial preparer) and **must** be in accordance to the project initially presented on the grant application.

- Annual Reporting Form for Nonprofit Organizations (**MUST be downloaded from the actual grant application portal**)
*** 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 **external** audit as of a date within 18 months of the start of the current fiscal year
- Itemized Budget that is **specific** to the grant request amount (can be greater than request but not less than)
- TN Charitable Solicitations Registration or Exemption (**read below**)
- 501c status letter from IRS. A copy of the entity's 501(c)3 certificate for charitable organizations or 501(c)4 certificate for civic organizations
- Documents must be uploaded in **PDF only**. All other formats are not acceptable.

VERY IMPORTANT:

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 physical churches, schools, and school foundations are automatically exempt; however, groups that raise less than \$30,000 per year are still required to apply for exemption, as well as all others, and must fulfill the registration and financial reporting requirements.

Register with the State: <https://sgssos.tn.gov/Login.aspx>

The only browsers compatible with the application are as follows:

- Google Chrome
- Internet Explorer 11+
- Safari
- Firefox

APPLICATION WEBSITE: https://communityenhancementgrants.fluxx.io/user_sessions/new

**SHELBY COUNTY BOARD OF COMMISSIONERS
COMMISSION GRANT REQUEST
FREQUENTLY ASKED QUESTIONS**

1. When will I find out if I've received funding from Commissioners/County?

After you submit your application you will receive a confirmation notification. After the County Commission reviews your application (up to 30 days) you will receive notification indicating whether your grant request has been approved and/or if you need to provide more information. If you are approved, instructions for the next steps to the grant process will be provided. Be advised that each Commissioner may set the frequency and process in which application determinations are submitted to the full Commission for approval.

Grant checks will be mailed directly to the recipient organization at the address listed on the W-9. Please allow 6 to 8 weeks from the last Monday meeting date for actual receipt of grant check

2. Can I ask all 13 County Commissioners for funding consideration?

Yes. We only suggest that you start with the Commissioner in which your organization is housed; however, you have the liberty to reach out to any of the Commissioners to secure sponsorship of your request.

3. What are the requirements for my organization if I bring in more than \$30k/year?

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

4. Am I still eligible for funding even if my organization doesn't fall within your Shelby County areas of focus?

No. In order to receive funding, one must be 501(c)(3), 501(c)(4), charitable civic or governmental entity and proposing a project with a local Shelby County address that benefits the general welfare of Shelby County.

5. Do I have to have a Form 990 to be eligible to apply?

No, there is a new State Required Document that took the place of the 990 requirement as well as the Income Statement and Balance Sheet and you will be required to reflect at least 12 months of financial history. The form is located on the actual grant application.

6. Do I have to be a 501(c)(3) to qualify for funding?

In order to qualify, an organization must be a 501(c)(3), 501(c)(4), charitable civic or

governmental entity and proposing a project that benefits the general welfare of Shelby County and able to provide at least 12 months of financials. However, if you are operating under the umbrella of another organization, or being represented by another organization, they must be the one to apply for the grant and they must list their affiliation with your organization within the summary of the application and only their financials should be reflected in the application.

7. My 501(c)(3) or 501(c)(4) has a pending status, do I qualify to receive a donation?

No. The Shelby County Board of Commissioners does not fund organizations with a pending status. Only organizations that are verified with a tax-exempt 501(c)(3), 501(c)(4), or 501(c)(6) designation, as determined by IRS are eligible for to receive donations.

8. Must my organization provide services only in Shelby County?

No, but the grant money awarded by the Shelby County Commission must be used on a "project" that benefits the general welfare of Shelby County residents and has a local address that they operate out of.

9. Must I disclose if I am related to a County Commissioner or a County employee?

Yes, ONLY if you are approved and appear before the board.

10. Who can I contact if I have questions about the status of a grant check?

Please allow at least 30-45 days from the last Monday meeting for the processing of your grant check. If 45 days has been exhausted and you have not been updated, please contact the Shelby County Administration's office at 222-2054.

11. What are the most important factors you consider when reviewing proposals?

We use established criteria to evaluate requests, but the most important are:

1. Will the program have a positive impact on the residents of Shelby County?
2. Does the program support community enrichment and engagement?
3. Does the program create tangible value and measurable return on investment within the community?

12. What type of charitable organizations does the community enhancement grant support?

The community enhancement grants shall only be available to support:

- Public safety activities, including but not limited to, those related to law enforcement, fire, and life safety programs designed to address local drug programs, advocacy for children and other vulnerable populations, and other criminal justice programs
- Cultural activities, including but not limited to, those related to enhancing opportunities provided by museums, libraries, and historic sites, and activities supporting other local cultural endeavors
- Community development activities, including but not limited to, those related to serving the unique needs of various segments of the population, such as the elderly and youth, through supporting program offerings provided through local recreational and community facilities, senior citizen centers, boys and girls clubs, and the like, as well as, county and

municipal infrastructure improvements such as road and bridge planning, construction and maintenance, pothole repair, and sidewalk repair and construction.

13. What purposes must the community enhancement grant proceeds be used for?

The community enhancement grant proceeds must be used for one (1) or more of the following purposes:

- Programs, services, operating costs, equipment, construction, renovation, and maintenance

COMMUNITY ENHANCEMENT GRANTS SHOULD AVOID REQUESTING FUNDING FOR ITEMS THAT RELATE TO MATERIALS OR ACTIVITIES/PROGRAMS THAT ARE ALREADY BEING PROVIDED BY OR INCLUDED IN THE BUDGETS OF THE SHELBY COUNTY SCHOOL & MUNICIPAL SCHOOL SYSTEM SUCH AS:

- ✓ Education (including alternative and special education)
- ✓ Student services (guidance, attendance, psychological, learning, health, after school programs, etc.)
- ✓ Free lunch or other nutritional programs
- ✓ Textbooks
- ✓ School facilities
- ✓ Library
- ✓ Transportation
- ✓ Athletics
- ✓ Band Equipment
- ✓ Fees associated with students or programs
- ✓ Payroll, salaries, compensations or benefits
- ✓ School Board training
- ✓ Emergency plan development, etc.