



Lawrence County Office
Of Accounts & Budgets
700 Mahr Avenue
Lawrenceburg, TN 38464
PHONE 931-766-4193 FAX 931-244-6153
lawrencecountyttn.gov

Dear Non-Profit Organization,

Enclosed is your 2023-2024 funding request forms for Lawrence County Government. Please note that the deadline for submitting your request for funding is **10:00 A.M., Friday, April 7, 2023**. Please submit applications via email to bwilliams@lawcotn.org or mail to 700 Mahr Avenue, Lawrenceburg, TN 38464. A checklist has been provided to assist you in submitting the required documents. Please be sure to include all requested items are included with your application upon submittal.

If you have any questions regarding the request forms, please contact me at (931) 766-4193 or by email at bwilliams@lawcotn.org.

Sincerely,

Brandi Williams

Brandi Williams
Interim Budget Director
Lawrence County Government

LAWRENCE COUNTY GOVERNMENT
OFFICE OF ACCOUNTS AND BUDGETS
700 MAHR AVENUE
LAWRENCEBURG, TN 38464
PHONE: (931) 766-4193
FAX: (931) 244-6153

Non-Profit Funding Checklist

Agency _____

Fiscal Year: **2023-2024**

1. Completed Application _____
2. Prior Year Budget _____
3. Beginning Cash Balances (All Accounts) _____
4. Current Year Budget (Total Appropriations) _____
5. Detailed Salary Schedule, if applicable _____
6. Internal Revenue Verification of non-profit status
(Required for civic groups) _____

LAWRENCE COUNTY GOVERNMENT
OFFICE OF ACCOUNTS AND BUDGETS
700 MAHR AVENUE
LAWRENCEBURG, TN 38464
PHONE: (931) 766-4193
FAX: (931) 244-6153

**Guidelines for Submission of Budget Program Forms for the
Fiscal Year 2023-2024**

1. The following information must be attached for consideration of funding:
 - Completed Application for Funds
 - Copy of 501c (3) or 501c (4) IRS ruling of non-profit status
 - Copy of Most Recent Financial Statement
 - January 2021 – Current Period - Bank Statements
 - Detailed Salary Schedule, if applicable

2. Packet must be submitted by **10:00 A.M., Friday, April 7, 2023** via mail or email:

MAILING ADDRESS

Lawrence County Government
Office of Accounts and Budgets
ATTENTION: Brandi Williams
700 Mahr Avenue
Lawrenceburg, TN 38464

EMAIL ADDRESS

bwilliams@lawcotn.org

INSTRUCTIONS FOR OUTSIDE AGENCY FUNDING REQUEST

The instructions detailed below are for any outside agency that is requesting funding assistance from Lawrence County. These instructions must be complied with in order for the funding request to be considered by the Lawrence County Legislative Body in the upcoming fiscal year budget. Upon completing the Application for Funds, you will be required to sign a statement certifying to the accuracy of the information submitted and agreeing to allow Lawrence County Officials to review your books and records upon request, if they should so request. **Lawrence County shall publish its intent to provide funding to your organization in the local newspaper. The records that your organization submits to Lawrence County regarding your funding request will be open for public inspection.**

All requests with attached documentation must be in the Office of Accounts and Budgets no later than 10:00 A.M., Friday, April 7, 2023. The Office of Accounts and Budgets is located at 700 Mahr Avenue, Lawrenceburg, TN 38464.

If your organization received county funds in fiscal year 2022-2023, you will be required to have a current funding request filed with the county prior to receiving consideration for additional funding in fiscal year 2023-2024.

Should you have any questions relating to this requirement please contact Brandi Williams at (931) 766-4193.

State Law

Tennessee Code Annotated 5-9-109© provides that any non-profit organization receiving funds from counties in the State of Tennessee must submit to the county a copy of an annual financial report. This report must include sources and uses of funds as a minimum-reporting standard. According to State Law, Lawrence County may provide funds to two types of outside organizations; non-profit charitable organizations and non-profit civic organizations. If your organization does not fit into one of these two categories, you are not eligible to receive county funds.

Internal Revenue Service Publication 557

A **non-profit charitable organization** is a charitable organization exempt from federal income tax pursuant to Title 26, Section F, 501 © (3) of the IRS code. It is organized and operated exclusively for one of the following purposes; Charitable, religious, educational, scientific, literary, testing for public safety, prevention of cruelty to children and animals, fostering national or international amateur sports competition, and as one in which no part of the net earnings benefit any private shareholder or individual and which provides year round services benefiting the general welfare of the residents of the county.

Examples: Non-profit old-age homes, parent-teacher associations, charitable hospitals, alumni organizations, schools, chapters of the Red cross or salvation Army, Boy's or Girl's Clubs, Churches, etc.

A **non-profit civic organization** is defined as an exempt organization from federal taxation pursuant to Title 26, Section F, 501 ©(4) of the IRS Code. The organization's net earnings must be devoted only to charitable, educational, or recreational purposes. No part of the organization's net earnings may benefit any private shareholder or individual. A non-profit civic organization must operate primarily for the purpose of bringing about civic betterment and social improvements through efforts to maintain and increase employment opportunities in the County by promoting industry, trade, commerce, tourism, and recreation by inducing manufacturing, industrial, governmental, educational, financial, service, commercial, recreational, and agricultural, enterprises to locate or remain in the County.

Example: Community organizations, volunteer fire departments, homeowners associations, airports, industrial development organizations, organizations that host annual festivals, etc.

If you require additional information regarding your status, please contact the Internal Revenue Service at www.irs.gov, or call the Taxpayer Advocate at 1-800-777-4778.

LAWRENCE COUNTY GOVERNMENT
OFFICE OF ACCOUNTS AND BUDGETS
700 MAHR AVENUE
LAWRENCEBURG, TN 38464
PHONE: (931) 766-4193
FAX: (931) 244-6513

APPLICATION FOR FUNDS
(Deadline-Friday, April 7, 2021, 10:00 A.M.)

1. Name of Organization _____
2. Address: _____
3. Phone: _____ Email: _____
4. Type of Organization: _____
Charitable _____
Civic _____
Governmental _____
5. Federal Tax Identification Number: _____
6. Purpose of Organization _____

7. List of Current Board Members, Directors, Officers:

8. Contact Person: _____
Title: _____ Phone Number: _____
Email: _____

9. Amount of Appropriations Request for 2023-2024: \$ _____

10. Amount received from Lawrence County in 2022-2023: \$ _____

11. Please briefly explain how funds will be used: _____

12. How many paid staff members do you have? _____
Full Time Part Time

13. If you have paid staff members, please complete a Detailed Salary Schedule and attach.

14. Please state whether your organization's budget is on a calendar year,(i.e. January through December) or on a fiscal year (i.e. July 1 through June 30). _____

15. Does your Board approve the annual budget and review regular financial reports? If no, briefly explain your governing body. (i.e. elected or appointed, terms, etc.)

16. How many citizens are served by your organization? _____

17. Are your records open to the public? _____

If no, Please explain _____

18. Other Comments: _____

CERTIFYING STATEMENT

I hereby certify that to the best of my knowledge and belief that the information with this request is accurate and that the attached budget was approved by our governing board on _____ . **The Board also agreed to allow Lawrence County officials to review the books and records of this agency should they so desire.**

Date

Signature

Title