



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

Dear Non-Profit Organization,

Enclosed you will find your 2026-2027 funding request forms for Lawrence County Government. Please note that the deadline for submitting your request for funding is **12:00 P.M., Friday, April 24, 2026**. Please submit applications via email to bwilliams@lawrencecountytn.gov. 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@lawrencecountytn.gov

Sincerely,

Brandi Williams

Brandi Williams
Director of Accounts & Budgets
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: 2026-2027

1. Completed Application _____
2. Copy of Agency's Latest Annual Audit
or State Annual Reporting Form _____
3. Your budget and actual financial information
in the format requested below _____
4. Detailed Salary Schedule, if applicable _____
5. Internal Revenue Verification of
non-profit status _____
6. Any additional explanations for which
you do not have sufficient space on the
application form. _____

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**Guidelines for Submission of Budget Program Forms for the
Fiscal Year 2026-2027**

1. The following information **must** be attached for consideration of funding:
 - Completed Application for Funds
 - Copy of Most Recent Annual Audit or State Annual Reporting Form
 - Your budget and actual financial information in the format listed below
 - Detailed Salary Schedule, if applicable
 - Copy of 501c (3) or 501c (4) IRS ruling of non-profit status

2. Packet must be submitted by **12:00 P.M., Friday, April 24, 2026** via email:

EMAIL ADDRESS

bwilliams@lawrencecountyttn.gov

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 12:00 P.M., Friday, April 24, 2026. Applications are to be emailed to Brandi Williams at bwilliams@lawrencecountyttn.gov

If your organization received county funds in fiscal year 2025-2026, you will be required to have a current funding request filed with the county prior to receiving consideration for additional funding in fiscal year 2026-2027.

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 that desired financial assistance from the county legislative body shall file with the county clerk a copy of an annual report of its business affairs and transactions, which includes, but not limited to, a copy of an annual audit, a description of the program that serves the residents of the county, and the proposed use of the county assistance. 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.

FINANCIAL INFORMATION REQUESTED FROM CALENDAR YEAR AGENCIES:

- 1) You must provide:
 - a) budgeted revenues and expenses for the prior calendar year
 - b) actual revenues and expenses for the prior calendar year
 - c) budgeted revenues and expenses for the current year
- 2) When listing sources of funds, give detailed breakdown. Categorize funding from city, county, grants, program fees, private donations, etc., separately.
- 3) When listing uses of funds, give detailed breakdown. Be sure item descriptions provide adequate information to demonstrate your intended use.
- 4) If your agency pays salaries, you **must** attach a salary schedule detailing job title, name, and dollar amount. This information is to be presented for the periods as listed above.
- 5) Beginning cash balances should be disclosed for both years identified in Item 1 above.

FINANCIAL INFORMATION REQUESTED FROM FISCAL YEAR AGENCIES:

- 1) You must provide:
 - a) budgeted revenues and expenses for the current fiscal year
 - b) actual revenues and expenses for the current fiscal year
(Estimate, if possible, for incomplete months)
 - c) budgeted revenues and expenses for the upcoming fiscal year.

The information requested in items 2) through 5) under calendar year agencies is also required for fiscal year agencies.

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700 MAHR AVENUE
LAWRENCEBURG, TN 38464
PHONE: (931) 766-4193
FAX: (931) 244-6513

APPLICATION FOR FUNDS
(Deadline-Friday April 24, 2026, 12:00 P.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 2026-2027: \$ _____

10. Amount received from Lawrence County in 2025-2026: \$ _____

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, a Detailed Salary Schedule **must** be attached.

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 Lawrence County 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.**

The undersigned hereby attests that they have read and understand the highlighted section “State Law” on page 4 of the application packet and agrees to file a copy of their annual report with the Lawrence County Clerk upon award of funding. The undersigned also understands that proof of such filing must be submitted to the Office of Accounts and Budgets before the awarded funding will be released.

Date

Signature

Title