City of Spring Hill Tennessee

Charitable Donation Policy Draft Guidelines and

Discussion Issues

Draft Guidelines

1. Authority: TCA § 6-54-111
2. Qualifying agencies:
   1. Nonprofit charitable organization
      1. No part of net earnings inure to the benefit of any individual
      2. Must provide year-round services
   2. Nonprofit civic organization (26 U.S.C.A. § 501(c)(4) or (c)(6)
      1. Operates primarily for civic betterments an social improvements through efforts to maintain and increase employment opportunities by promoting industry, trade, commerce, tourism, and recreation
3. Further Qualifications for Funding Consideration:
   1. Must be based in, or its activities closely affiliated and aligned with, Spring Hill
   2. Must not be the recipient of any other financial or other type of assistance from the City of Spring Hill
   3. Must not be a United Way funded agency
4. Submittal requirements:
   1. A copy of the most recent annual audit
      1. Must be within 2 years of agencies current fiscal year
   2. A description of the program that serves the residents of the municipality
   3. The proposed use of the municipal assistance
   4. Proof of nonprofit registration
   5. City application form
5. Submittal period: January 1 – March 1
6. Processing of Requests:
   1. Requests for funding shall be submitted to the town administrator.
   2. The administrator shall review for completeness and advise the agency in writing if the submittal is eligible for funding consideration.
   3. Eligible funding requests shall be distributed to the BOMA in a packet for review.
7. Review: BOMA, during budget work session.
8. Publication of Intent to Fund: Required for nonprofit civic organizations only
   1. Newspaper of general circulation
   2. Information to be included:
      1. Intent to make appropriation
      2. Intended amount of contribution
      3. Purpose to be used
9. Appropriation agreement: Required; following budget adoption to satisfy requirements in Title 5, Chapter 29 of the Internal Control and Compliance Manual for Tennessee Municipalities.
10. Annual Report of Activities: Required; as set forth in the appropriation agreement

Additional Discussion Issues

* Maximum $ amount
* Maximum # of agencies to be funded
* Maximum number of years
* If multiple years, decreasing amount over time?
* One time only; separated by X years until once again eligible?
* Salaries
* Source of other funds?
* Efficiency of operations?
* Funding presentation?
* United way?
* Donation review committee?