

City Council Community Improvement (202) Funds Checklist - SCHOOLS

IMPORTANT: An organization or entity seeking an appropriation of Community Improvement (202) Funds from City Council must submit this completed checklist and ALL documents listed. Documents must be accurate and current.

Documents or information not provided or not current may result in a denial.

Submissions will be reviewed quarterly. If a submission is received after the deadline date it will be included in the next quarter submissions. **Submit** to the Internal Auditor at skirk@knoxvilletn.gov.

Deadlines to submit checklist and documents for Fiscal Year 2021-2022:

Quarter:	Date:	Agenda:
1st: 07/1/2023-09/30/2023	August 22nd, 2023	Sep. 5, 2023
2nd: 10/01/2023-12/31/2023	November 14th, 2023	Dec. 12, 2023
3rd: 01/01/2024-03/31/2024	February 20th, 2024	Mar. 19, 2024
4th: 04/01/2024-06/30/2024	May 14th, 2024	Jun. 11, 2024

Requests outstanding at the end of the fiscal year will be closed. No requests will be carried forward year.

Funds are regulated by Tennessee Code Annotated §6-54-111 and Knoxville City Code of Ordinances §2-596 through §2-603. City Code of Ordinances can be found online at www.knoxvilletn.gov.

Funds cannot be used for religious or sectarian purposes as specified in Knoxville City Code §2-599.

Funds cannot be (nor indicated) appropriated for advertisements, tickets, admission, or any other gift that may result in a "quid pro quo". Do you acknowledge that your request is within these guidelines? Y ___ N ___

School requesting funds: _____

Amount Requesting: _____

Contact Person Name & Title: _____

Contact Phone Number: _____ **Contact Email Address:** _____

Also include contact information for someone in the event the school office is closed, out sick, or it is summer time.

"Back up contact": _____

Documents required:

___ A letter on letterhead with ALL of the following:

___ The amount of funding requested.

___ A statement of how the program or organization serves the residents of the city.

___ The proposed use of the municipal funding and assistance.

Such other information as may be required by council. Council may request additional information in relation to any submissions. If requested the contact information provided above will be contacted.

Examples of documents at knoxvilletn.gov -> City Council -> Community Improvement (202) Funds -> FAQs

Other documents as may be required by Tennessee Code Annotated §6-54-111 and Knoxville City Code of Ordinances §2-596 through §2-603 are provided via Knox County.

1	Smith:	Vendor #:	INTERNAL USE ONLY:
2	Roberto:	Date Request Received:	
3	Singh:	For Fiscal Year:	
4	Rider:	For Quarter:	
5	Thomas:	Submitted to Agenda:	
6	McKenzie:	Agenda #:	
A	Fugate:	Ordinance:	
B	Helsley:	Letter to Org: Payment Request:	
C	Parker:	Batch: Invoice #:	