

Town of Walden Tennessee
Charitable Donation Application Form

Name of Organization: _____

Mailing address: _____

Contract person:

Phone: _____ Email: _____

Submittal Date: _____ (March 1- April 1 only)

Type of Organization (please mark one):

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Nonprofit charitable organization 501(c)(3)

- i. No part of net earnings inures to the benefit of any individual
- ii. Must provide year-round services

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Nonprofit civic organization (26 U.S.C.A. § 501(c)(4) or (c)(6))

- iii. Operates primarily for civic betterments and social improvements through efforts to maintain and increase employment opportunities by promoting industry, trade, commerce, tourism, and recreation

Are you based in, or are your activities closely aligned with, Walden? Explain.

Submittal Requirements:

- Eligible organizations must attach the following materials to this application:

- Proof of nonprofit registration
- A copy of the most recent annual audit (must be within 2 years of current)
- A copy of the internally prepared year to date financial statements covering the period subsequent to the audit.
- A description of the program that serves the residents of Walden and the proposed use of municipal assistance.
- Verification that previous donations were used in accordance with the donation request.
- Verification that the organization is not dependent on donations from the Town of Walden to sustain operations.

Signature of person applying: _____

Title: _____

Budgeted donations are to be funded later in the fiscal year when and if the Town determines that it will have sufficient funds to meet all of its obligations for that year.

Applications with attachments should be sent to the following address:

Town of Walden Tennessee
Town Administrator
1836 Taft Highway
Walden, Tennessee 37377

Town of Walden Tennessee

Charitable Donation Policy Guidelines

Guidelines

1. Authority: TCA § 6-54-111
 - a. All Donations through the Town of Walden General Fund Budget for non-for-profit organizations are to be approved by the Board of Mayor and Alderman (BOMA) during the annual budget approval process
2. Qualifying Organizations:
 - a. Nonprofit charitable organization (26 U.S.C.A 501(c) (3)
 - i. No part of net earnings inures to the benefit of any individual
 - ii. Must provide year-round services
 - b. Nonprofit civic organization (26 U.S.C.A. § 501(c)(4) or (c)(6)
 - i. Operates primarily for civic betterments and social improvements through efforts to maintain and increase employment opportunities by promoting industry, trade, commerce, tourism, and recreation
3. Further Qualifications for Funding Consideration:
 - a. The organization must be based in, or its activities closely affiliated and aligned with, The Town of Walden.
 - b. Because the availability of budgeted donations is dependent upon the Town meeting all other expenses and obligations first, the organization must demonstrate that the organization is not dependent on the donation from the Town of Walden to sustain operations.
4. Submittal requirements:
 - a. A copy of the most recent annual audit
 - i. Must be within 2 years of Organizations current fiscal year
 - b. Internally produced year to date financial statements for the time period following the most recent annual audit.
 - c. A description of the program that serves the residents of the municipality
 - d. The proposed use of the municipal assistance
 - e. Proof of nonprofit registration
 - f. Town application form
 - g. Source of all funds
 - h. Application form must be submitted annually (1x annually).
 - i. Verification that previous donations were used in accordance with the donation request.
5. Submittal period: March 1 – April 1
6. Processing of Requests:

- a. Requests for funding shall be submitted to the Town Staff.
 - b. The Staff shall review for completeness and advise the Organization in writing if the submittal is eligible for funding consideration.
 - c. Eligible funding requests shall then be submitted to the BOMA for final approval.
7. Review:
- a. Town Administrator initial review and recommendation to BOMA during budget review process
 - b. BOMA, during budget work session.
8. Publication of Intent to Fund:
- a. When the Town determines that it will have available funds to make the donation and prior to the Town Meetings when the Resolution for the donation will be presented.
 - b. Newspaper of general circulation
 - c. Information to be included:
 - i. Intent to make appropriation
 - ii. Intended amount of contribution
 - iii. Purpose to be used
9. Appropriation agreement:
- a. 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/Resolution.