

## **A resolution to amend Memphis City Council Community Grant Program for FY2021**

**WHEREAS**, the Memphis City Council desires to promote community programming and improve neighborhoods; and

**WHEREAS**, the Tennessee Code Annotated § 6-64- 111, empowers the Memphis City Council to appropriate funds for the financial aid of nonprofit organizations working to promote the general welfare of Memphis residents; and

**WHEREAS**, nonprofit organizations and citizens work together to meet the needs of Memphians in need by extending the reach of City of Memphis Services; and

**WHEREAS**, The Memphis City Council recognizes nonprofit agencies as valued partners in the continuing efforts to improve the lives of Memphians; and

**WHEREAS**, it is important to the members of the Memphis City Council to prioritize funding specialized programs congruent with the needs of the City, the Memphis City Council will be cognizant of financial requests that exceed more than thirty percent of the agency's total operating budget; and

**WHEREAS**, the Memphis City Council seeks to create a transparent process for the publication, application, and selection process for deserving nonprofit organizations within our City; and

**WHEREAS**, government grants are funded by tax dollars, so stringent compliance and reporting measures will be in place to ensure the money is well-spent must be put in place.

**NOW, THEREFORE BE IT RESOLVED** that the Memphis City Council does hereby create the Memphis City Council Community Grant Program for FY21 (July 1, 2020 – June 30, 2021), establishing a policy for meeting the needs of citizens and nonprofit requests for financial assistance as set for below

### **Budget Hearings**

Nonprofit Organizations and Agencies working to improve the general welfare of citizens will have the opportunity to apply to the Memphis City Council Community Grant Program. The funding decisions of the Memphis City Council are final and subject to the availability of funds.

### **Eligibility**

All applicants shall be a tax exempt 501(c)(3) organization with an official address listed within the City of Memphis and have been in operation for two years prior to the application. The organization must provide proof of current programming and successful track record in providing the services for which they are requesting funding within the City of Memphis. Additionally, the organization must attend at least one Grant Writing and Administration Workshop. The funding requests should address one of the following City of Memphis priorities: Crime and Drug Prevention, Youth Empowerment, Economic Development, or Poverty. The organizations must be in compliance with State requirements and show proof of current certification status. The funds shall only be used for public use and funds cannot be used for political activities, to support any election or campaign or political party; or to support any group or activity that discriminates based on race, color, religion, sex, national origin, disability, or age. The Memphis City Council will not accept financial requests that exceed more than thirty percent of total operating budget.

## **Application**

All agencies requesting funding shall submit a complete application and presentation. Proof of nonprofit status and financial information must be submitted with an application, a presentation that further clarifies the goals of the organization with their requested funds, and confirmation of attendance at one of the offered Grant Writing and Administration Workshop. Applications and presentations shall be submitted online using a link on the Memphis City Council website or delivered to the Memphis City Council Office, Attn: City Council Budget Committee 125 N. Main St., Suite 514 Memphis, TN 38103. Applications will be available April 1 – April 30, 2020. All completed applications must be submitted and received by Thursday, April 30, 2020 at 12:00 pm.

## **Application Review**

All applications will be reviewed by the Selection Committee. The Budget Chairman will select the members of the Selection Committee. The Selection Committee will review applications with the input of all Budget Committee Members. The Selection Committee shall submit the list of qualified agencies for City Council Review during FY21 Budget Hearings. All applicants must submit the most recent Charitable Organizations filing, IRS Form 990EZ or 990, and complete presentation using the template provided by the City Council at the time of application submission. The Selection Committee will evaluate applications and presentations to ensure all applications are complete, address a public need, show proof of current nonprofit status, and a history of community involvement. Priority will be given to first-time applicants. The Memphis City Council will not consider grant requests from current full-time City of Memphis employees.

## **Grant Writing and Administration Workshop and Budget Presentation**

All agencies will be required to attend a Grant Writing and Administration Workshop to be considered for a grant. Returning and first-time applicants are both required to attend the Grant Writing and Administration Workshop. The course will help guide applicants through the application process to ensure that the proper documents and information are provided to ensure a facile application process. The Grant Writing and Administration Workshop will explain application requirements such as funding requests and an overview of the requirements within the budget presentations. The workshop will serve as an opportunity for applicants to clarify any questions concerning the application. All applicants will be required to submit a mock application to ensure that they understand the process of applying for a grant. Upon the completion of a workshop, all agencies will need to submit proof of their attendance. Failure to attend a workshop will result in an incomplete application.

All agencies presenting before the Budget Committee during the FY21 Budget Hearings will have an allotted time to make a budget presentation. The City Council provided template shall be used during the presentation. The template will include space to provide current contact information, how the requested funds will be used to enhance the quality of life for citizens, and financial reporting documents.

## **Grant Disbursement**

Funds will be disbursed in two payments during the fiscal year. Upon completion of agreement between the grant recipient and the City of Memphis, fifty percent (50%) of the grant award will be disbursed. Grant recipients must submit a mid-year grant report to the Memphis City Council and City of Memphis Finance Office by December 15, 2020. This report shall include an accounting of funds spent, proof of public use, and current nonprofit status. If the Mid-Year Report is incomplete, grant recipients are required to resubmit the Mid-Year Report within ten business days or forfeit the remaining 50% disbursement for that fiscal year. Also, if a grant recipient's Mid-Year Report is not resubmitted to standard, they are ineligible to apply for one fiscal year. Upon favorable review of report, the City of Memphis Finance Office will disburse the remaining fifty percent (50%) of the grant award. Grant recipients shall submit a final grant report by May 1, 2021.

Any approved applications for grant funds will be included in the FY21 Budget. All grant recipients are required to comply with the financial guidelines set forth by the City of Memphis Finance Office. Failure to comply with the financial guidelines and attend a Grant Writing and Administration Workshop may result in forfeiture of Grant Award. Every grant recipient must accept the funds and complete an agreement with the City of Memphis Finance Department.

**NOW, THEREFORE, BE IT RESOLVED** the Memphis City Council does hereby create the Memphis City Council Community Grant Program for FY21 (July 1, 2020 – June 30, 2021), establishing a policy for meeting the needs of citizens and nonprofit requests for financial assistance as set forth in this resolution and the Memphis City Council Community Grant Application.

**THEREFORE, BE IT FURTHER RESOLVED** that the Memphis City Council requests that the Administration include the \$2,600,000.00 for the Memphis City Council Grant Program in the FY21 City of Memphis Operating Budget to ensure equitable distribution amongst all Council Districts and to be allocated but not appropriated to specific entities with the full intent that equal increments of \$200,000.00 will be available to each Council Member to recommend grants to be approved by the Memphis City Council.

Sponsor:

**Martavius Jones**