

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



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Direct Appropriation Grant Requirements

This document is intended to provide general guidance to non-profits that are interested in applying for direct appropriation grants from Metro.

Per State law and other regulations, in order to qualify to apply for, request and/or receive money from the Metropolitan Government of Nashville and Davidson County (Metro), non-profits must meet the requirements listed below:

- Only organizations with a **non-profit status** may apply for, request and/or receive funds from Metro. "Non-profit status" is defined by the following:
 - 501 (c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S.C.A. and
 - Incorporation as a non-profit; and the registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.
- Organizations must be currently registered with the Tennessee Secretary of State to do business in Tennessee, and have filed the necessary report to the Secretary of State's Office of Charitable Solicitation or are exempted from (unless, according to the organization's size, it does not meet the threshold requirement of \$30,000 annual revenues). See link to SOS Charitable Solicitation Office below.
- Organizations must deliver services to the citizens of Davidson County.
- Organizations must have a financial audit of its latest completed fiscal year by a certified public accountant. The year-end or the issue date of the report should be within the preceding 12 months of the application due date: For example:

If the NPO's fiscal year end is December 31, 2018 and application date is March 1, 2019; as a result the audit for the 2018 fiscal year is not going to be completed by the application deadline, the NPO can submit the audit for the prior year if that audit was issued between March 2, 2018 and March 1, 2019.

- The audit requirement may be waived for Organizations with an annual budget of less than \$50,000 and request for grant of less than \$5,000, as approved by Metro Council in Ordinance No. BL2013-578.
- Previous recipients of Metro Direct Appropriations or Community Enhancement Fund grants with unresolved findings resulting from monitoring reviews conducted by the Department of Finance's Office of Financial Accountability may not be eligible to apply for direct appropriation grants depending upon the nature of the finding in the monitoring review.

Useful Links and Resources:

State laws - Filing annual audit under T.C.A. § 6-54-111(c); TCA Section 7-3-314(b)

Metro Council ordinance - .5.04.070

Direct appropriation website - <https://www.nashville.gov/Finance/Management-and-Budget/Division-of-Grants-Coordination/Direct-Appropriation-Resources.aspx>

Secretary of State- Office of Charitable Solicitations <https://sgssos.tn.gov/Login.aspx>