

**Checklist**  
**Application for Non-profit Funding**  
**Town of Franklin**  
**Fiscal Year 2018-2019**

All applications are due by 5:00 p.m. on Monday August 20, 2018

Name of Agency/ Organization: \_\_\_\_\_

Mail Address: \_\_\_\_\_

Contact Person (with telephone number): \_\_\_\_\_

Amount Requested (cannot exceed \$5,000): \_\_\_\_\_

Please see the attached list of criteria, and attach documentation as required to support the application, including:

- A written demonstration of how the granting of funding will meet the “public purpose” requirement.  
\_\_\_\_\_
- A written description of how the agency will spend the money to benefit the town taxpayer, particularly the activity of the agency within the town.  
\_\_\_\_\_
- A statement as to whether the funding is for a one-time or recurring basis; and if the request is on a recurring basis, show how the agency plans to seek a declining amount of funding in future years.  
\_\_\_\_\_
- A copy of the agency’s most recent annual budget, which must show a matching requirement for the amount of funds being requested.  
\_\_\_\_\_
- A willingness to enter into a contractual agreement to receive the funding:  
\_\_\_\_\_

- An obligation to submit an annual audit or financial report verifying that the funds were expended for the intended purpose.
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- A copy of the agency's Internal Revenue Service (IRS) determination letter.
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- A list of the agency's current board of directors.
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- The number of times the board of directors met in the past year (must be at least three)
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- A copy of the minutes of the agency's annual board meeting.
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Complete application packages should be submitted to:

Summer Woodard  
Town Manager  
Town of Franklin  
95 East Main Street  
Franklin, NC 28744

*Applications will be considered by the Town Council on a competitive basis.*