

**General Application Instructions
Madison County Non-Profit Agency Funding
Application 2020-2021**

Submittal Deadline:

Applications are due by 4:00 p.m. on April 1, 2020.

Applications submitted after this date and time will not be accepted.

Applications submitted to:

Madison County Commission Office

Attn: Mrs. Sarah McClain

1981 Hollywood Drive, Suite 200

Jackson, Tennessee, 38305

Required Attachments:

Completed and Signed Application- 7 Copies

IRS 501 (c)(3) letter

Secretary of State Certificate of Existence dated within last six months

Most recent Audit of Financial Records or Form 990

Legal Name of Agency _____

Mailing Address _____

Street Address (if different) _____

City, State, and Zip _____

Telephone Number _____

Fax Number _____

Web Site _____

Agency Director _____

Agency Director Email _____

Agency Director Telephone _____

Agency Director Signature and Date _____

Board Chair Signature and Date _____

Has your organization received any funding from the County in the past 3 years? If so, state how much and from which department/office?

Please check category of application:

_____ Sponsorship (one-time donation of funds for an event during the 2020-2021 year)
COMPLETE QUESTIONS 1-6

_____ Economic Development (the process by which the economic well-being and quality of life of Madison County is improved) COMPLETE QUESTIONS 7-13

_____ Provides services or programs that accept documented referrals from Madison County Departments or offices) COMPLETE QUESTIONS 14-19

Sponsorship Request Questions

1. Describe event for which funding is requested? (who, what, when, where)
2. How will Madison County Government be recognized during the event?
3. How will the Madison County Government funds specifically be used?
4. How many individuals are expected to attend the event?

5. What amount of funding is being requested? _____

6. Are fees charged for the event, if so, describe fee structure?

7. How is the event directly related to economic development of Madison County? Be specific as related to Madison County.

Economic Development Questions

8. Describe program or service for which Madison County Government funds are requested? (who, what, when, where)

9. How many individuals are expected to attend the program or participate in services?

10. Are fees charged for the program or service, if so describe fee structure? Is insurance billed?

11. How will Madison County Government funds be specifically used in the program or service?

12. How is the program or service directly related to economic development of Madison County? Be specific as related to Madison County.

13. Describe how outcomes are measured and results from July 2018 to June 2019 and July 2019 to January 2020?

14. What is the total amount of funding requested? _____ Provide a line item budget with narrative.

**Services or programs that serve referrals from Departments or Offices of Madison County
Government Questions**

15. Describe the program or services, including how referrals from Madison County Government department or offices are received and served? (who, what, when, where)

16. Name the Madison County Government department or office from which referrals are received? **INCLUDE A LETTER FROM THE MADISON COUNTY DEPARTMENT OR OFFICE CONFIRMING THE REFERRAL PROCESS.**

17. How many referrals and how many individuals were served from the specific department or office during the below time frames?

_____ July 2018 to June 2019

_____ July 2019 to January 2020

18. Are fees charged to individuals for participation in the program or service? Is insurance billed?

19. Describe how outcomes are measured and results from July 2018 to June 2019 and July 2019 to January 2020?

20. What is the total amount of funding requested? _____ Provide a line item budget with narrative.