



Budget & Finance Committee: Non-Profit Funding Process Working Group

Meeting Agenda

Monday, December 9, 2024

1:00 PM

Historic Metro Courthouse, 1 Public Square, Council Committee Room 4
Nashville, TN 37201

- I. Call to Order
- II. Goal
 - a. Open and transparent process
 - b. Provide clear path for non-profits who provide services that Metro needs better than Metro can
 - c. Get into appropriate department budget with clear objectives and accountability measures
 - d. Work with non-profit and Metro budget time frame
- III. Communication plan
 - a. Central information location (HUB?) and point of contact
 - i. Which departments are listed on HUB
 - ii. Who monitors?
 - b. Create website and one-pager (Jane and Mary Jo work with ITS)
 - c. Metro Grant Management Manual
 - d. Fiscal agent info
 - e. If Council does not name recipient, then grants manual requires RFP process
 - f. If Council does name recipient, then they should have some standards as to application and accountability
 - i. Explain scope clearly
 - ii. Deliverables attached
 - iii. Have past reports from previous projects
 - iv. Audits or 12-month financials
 - v. Metrics for accountability – sign-in sheets, reports, payroll, 1098
- IV. Finish timeline
 - a. Committee to provide guidance to Council for budget

- b. Councilmembers communicate with appropriate non-profits to identify which department they should work through
 - c. Ideally set up meeting ahead of time
 - d. Apply on HUB by January
 - e. March public budget comment
- V. Fiscal Agent for smaller non-profits
 - a. Small non-profits can have relationship with other non-profit who may already have audit in place
 - b. Or two non-profits can work in partnership and one serves as primary
 - c. Still need time to execute contract before can pay invoice
 - d. If use fiscal agent to help smaller agencies, they need to provide all needed services – usually paid 10-19% for services – Metro should provide cap
- VI. Nashville Needs Fund
 - a. When does this start?
 - b. Create open grant application with specific person to oversee (similar to Community Partnership Fund)
 - c. Evaluation process?
- VII. Homework for committee – review and new
 - a. Jane Dozier provide list
 - b. Look at HUB application
 - c. Study 5.04
 - d. Metro Grant Manual on Finance website
- VIII. Next Meeting
- IX. Adjournment

Working Group Members

Burkley Allen, Chair

Jeff Gregg

Jordan Huffman

Jason Spain