



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

## **Meeting Agenda**

Tuesday, January 14, 2025

1:00 PM

Historic Metro Courthouse, 1 Public Square, Council Committee Room 4

Nashville, TN 37201

1. Call to order
2. 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
3. Communication plan Review
  - 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 IT)
  - 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 same standards as 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
4. Timeline Review
  - a. Committee to provide guidance to council for Budget
  - b. CMs 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 in January
  - e. March public budget comment
5. Fiscal Agent for smaller non-profits – identify
6. Nashville Needs Fund – Propose process
  - a. When does this start?

- b. Create open grant application with specific person to oversee (similar to Community Partnership Fund)
  - c. Evaluation process?
- 7. Homework for committee – review and new
  - a. Jane Dozier provide list of grantees
  - b. HUB application
  - c. Study 5.04
  - d. Metro Grant Manual on Finance website
- 8. Deliverables to Council
- 9. Next meeting?
- 10. Adjournment

**Working Group Members**

Burkley Allen, Chair

Jeff Gregg

Jordan Huffman

Jason Spain