



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

Meeting Agenda

Wednesday, February 5, 2025

1:00 PM

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

Nashville, TN 37201

1. Call to order
2. Attendees
3. 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
4. Communication plan review
 - a. Central information location and point of contact – Finance Dept. for information
 - b. hubNashville for application
 - c. One-pager for non-profits
 - d. Metro Grant Management Manual
 - e. Fiscal agent info
 - f. If Council does not name recipient, then grants manual requires RFP process
 - g. 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

5. Timeline review
 - a. Committee to provide guidance to Council for operating budget process
 - 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 hubNashville in January
 - e. March budget public comment
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. Deliverables to Council
8. Next meeting – Nashville Needs process proposal
9. Adjournment

Working Group Members

Burkley Allen, Chair

Jeff Gregg

Jordan Huffman

Jason Spain