



**CITY OF BRISTOL, VIRGINIA
OUTSIDE AGENCY FUNDING REQUEST
BUDGET YEAR FY2022-2023**

On or before January 14, 2022, submit this form along with supporting documents. Include a certified resolution or other official acknowledgment certifying the agency's understanding that failure to meet the outcome, goals and objectives described in this document may result in disqualification from future donations to the agency by the City of Bristol, Virginia to:

City of Bristol, Virginia, 300 Lee Street, Bristol, VA 24201 Attention: Chief Financial Officer

Contact Information:

Agency Requesting Funds:

Address:

Contact Person:

Phone Number:

(Name)

(Title)

Email Address:

Person authorized to sign contract on behalf of Agency:

Phone Number:

(Name and Title)

Financial Information:

1. Amount of Requested Funding FY 2023 (7/1/22 – 6/30/23) \$ _____

2. Assets (as of June 30, 2021): **Cash & Other Equivalents** \$ _____

3. Fund Balance as of June 30, 2021:	<u>Type</u>	<u>Amount</u>
	Restricted	\$ _____
	Unrestricted	\$ _____
	Other	\$ _____
	Total Fund Balance	\$ _____

4. Funding Sources: (Please indicate actual or anticipated funding sources for the periods specified)

<u>Funding Source</u>	Prior Year FY 2021	Current Year FY 2022	Budget Year FY 2023
	<u>Amount Allocated</u>	<u>Amount Anticipated</u>	<u>Amount Anticipated</u>
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

Program Information:

****NOTE:** Please be concise and limit each answer to 250 words. Complete sentences in bullet form are desirable.

Purpose and Goals

5. What community need/opportunity is being addressed by your agency/project? In other words, what community need will be met? What evidence is there that this is a need/opportunity? (use local statistics, if available) Who is your target population?

Program/Services

6. How does your organization propose to meet the described need? (What services, programs, or activities will be provided or implemented...what other groups or organizations do you partner with to meet your objectives.). **Please observe space limit.** If you want to include additional information, include it in a cover letter or as an attachment.
7. Describe the resources, structure, and capabilities of the organization that qualify it to meet the need and make successful implementation of the proposed goals likely?
8. Please describe methods you use to make sure the programs/services are accessible to all citizens of the City of Bristol, Virginia (consistent with your mission and purpose).

Justification for City of Bristol, VA Funding:

9. Why should the City provide funding to this agency/project? In other words, how does this project/service benefit the City and how are the City residents served? How will this agency/project help the City attain its vision for the future?

10. How will this agency/project help the City attain its vision for the future in the following strategic focus areas? Please respond to the areas that are applicable to your agency's purpose and goals as it relates to the funding request.
 - a. Economic Hub

 - b. Destination Bristol

 - c. Foundation for the Future

 - d. Vibrant Neighborhoods

 - e. Outstanding City Services

 - f. Healthy Financial Environment

 - g. Superb Facilities and Infrastructure

11. What are the consequences if the City does not fund this request?

12. If approved, this funding is only for the 2022-2023 budget cycle. What is your strategy for sustainability of the agency/project after the period of funding ends?

13. If this request is a change from previous years, explain the justification for the change.

Projected Outcomes and Results for Current Funding Request:

14. What are your outcome objectives for the funding period? How will this be measured? (Describe how your organization proposes to make a measurable and achievable difference in the city, e.g. changes in behavior, situations, conditions, or knowledge. Who/what will be changed and how?)

Summary of current funding request:

Strategic goal(s) for this funding request 2023	How goals will be measured	Projected Results
Example: Attract 30,000 – 35,000 visitors to the museum of which at least 50% will be tourists.	Measured by taking zip codes at the museum's information desk.	Anticipated number 15,000 – 20,000 visitors from outside 24201 zip code.

Actual Outcomes and Results for a Previous Funding Request:

15. If you received funds from the City of Bristol, Virginia for FY21, provide a brief final report of the funds provided to your agency. Please include detailed information regarding what the funds were used for, the actual outcome, and how they compared to the projected outcome provided in the original funding request. *(Please be brief-500 words or less and you may include as an attachment.)*

Summary of previous year funding request:

Strategic goals for previous years	Funding Received	Projected Results	Actual Results
<i>Example: 2021 Goal:</i> Attract 25,000 visitors to the museum of which at least 50% will be tourists.	\$25,000	Anticipated 10,000 – 15,000 visitors from outside 24201 zip code.	11,368 visitors (70%) from outside 24201 zip code

Other Financial Information:

16. Please attach a copy of your agency’s budget showing revenues/resources and expenditures for the prior year actual, current year budget, and /or estimated current year actual and proposed budget year. (past, present, future)

17. Please submit the agency’s most recent certified audit, if available, or financial report, and make available for inspection all bookkeeping and other records in support thereof. (Electronic copies may be sent to tamrya.spradlin@bristolva.org).

18. If this is a 1st time request, please provide a copy of the agency’s charter or other documents creating and describing the organization’s structure and mission along with any other documentation in support of the agency’s application to receive contributions from the City of Bristol, Virginia. If you provided this information on a previous funding request, please submit only if there have been changes.

19. At the City’s discretion, we may ask for additional information, such as, but not limited to, the following (as applicable):

- Agencies policy on background checks for employees working with children
- Conflict of interest policy
- Non-discrimination policy
- IRS form 990

Certification:

By signing this form, I hereby certify that I am authorized to execute this request on behalf of the agency requesting funds identified on the first page of this document. I further acknowledge that the agency requesting funds fully understands and agrees that the failure to meet the outcome goals and objectives described in this document may result in disqualification from future donations by the City of Bristol, Virginia. I understand that this entire request may appear in public budget documents.

[Name of agency completing application]

[Signature of authorized person] Date

[Printed name & title of person executing document]