


**NEIGHBORHOOD DEVELOPMENT FUND
Not-for-Profit Transmittal and Approval Form**

Applicant/Program:
Applicant Requested Amount:
Appropriation Request Amount:

Executive Summary of Request

Is this program/project a fundraiser? Yes No
Is this applicant a faith based organization? Yes No
Does this application include funding for sub-grantee(s)? Yes No

I have reviewed the attached Neighborhood Development Fund Application and have found it complete and within Metro Council guidelines and request approval of funding in the following amount(s). I have read the organization's statement of public purpose to be furthered by the funds requested and I agree that the public purpose is legitimate. I have also completed the disclosure section below, if required.

_____  _____
District # Primary Sponsor Signature Amount Date

Primary Sponsor Disclosure

List below any personal or business relationship you, your family or your legislative assistant have with this organization, its volunteers, its employees or members of its board of directors.

Approved by:

Appropriations Committee Chairman Date
Final Appropriations Amount: _____

Applicant/Program:

Additional Disclosure and Signatures

Additional Council Office Disclosure

List below any personal or business relationship you, your family or your legislative assistant have with this organization, its volunteers, its employees or members of its board of directors.

Council Member Signature and Amount

District 1 _____	\$ _____
District 2 _____	\$ _____
District 3 _____	\$ _____
District 4 _____	\$ _____
District 5 _____	\$ _____
District 6 _____	\$ _____
District 7 _____	\$ _____
District 8 _____	\$ _____
District 9 _____	\$ _____
District 10 _____	\$ _____
District 11 _____	\$ _____
District 12 _____	\$ _____
District 13 _____	\$ _____
District 14 _____	\$ _____
District 15 _____	\$ _____

Applicant/Program:

Additional Disclosure and Signatures

Additional Council Office Disclosure

List below any personal or business relationship you, your family or your legislative assistant have with this organization, its volunteers, its employees or members of its board of directors.

District 16 _____ \$ _____

District 17 _____ \$ _____

District 18 _____ \$ _____

District 19 _____ \$ _____

District 20 _____ \$ _____

District 21 _____ \$ _____

District 22 _____ \$ _____

District 23 _____ \$ _____

District 24 _____ \$ _____

District 25 _____ \$ _____

District 26 _____ \$ _____

**LOUISVILLE METRO COUNCIL
NEIGHBORHOOD DEVELOPMENT FUND APPLICATION**

Legal Name of Applicant Organization

Program Name and Request Amount

	Yes/No/NA
Is the NDF Transmittal Sheet Signed by all Council Member(s) Appropriating Funding?	<input type="checkbox"/>
Is the funding proposed by Council Member(s) less than or equal to the request amount?	<input type="checkbox"/>
Is the proposed public purpose of the program viable and well-documented?	<input type="checkbox"/>
Will all of the funding go to programs specific to Louisville/Jefferson County?	<input type="checkbox"/>
Has Council or Staff relationship to the Agency been adequately disclosed on the cover sheet?	<input type="checkbox"/>
Has prior Metro Funds committed/granted been disclosed?	<input type="checkbox"/>
Is the application properly signed and dated by authorized signatory?	<input type="checkbox"/>
Is proof of Tax Exempt status of 501(c) 3, 4, 6, 19, 1120-H included?	<input type="checkbox"/>
If Metro funding is for a separate taxing district is the funding appropriated for a program outside the legal responsibility of that taxing district?	<input type="checkbox"/>
Is the entity in good standing with: <ul style="list-style-type: none"> ▶ Kentucky Secretary of State? ▶ Louisville Metro Revenue Commission? ▶ Louisville Metro Government? ▶ Internal Revenue Service? ▶ Louisville Metro Human Relations Commission? 	<input type="checkbox"/>
Is the current Fiscal Year Budget included?	<input type="checkbox"/>
Is the entity's board member list (with term length/term limits) included?	<input type="checkbox"/>
Is recommended funding less than 33% of total agency operating budget?	<input type="checkbox"/>
Does the application budget reflect only the revenue and expenses of the project/program?	<input type="checkbox"/>
Is the cost estimate(s) from proposed vendor (if request is for capital expense) included?	<input type="checkbox"/>
Is the most recent annual audit (if required by organization) included?	<input type="checkbox"/>
Is a copy of Signed Lease (if rent costs are requested) included?	<input type="checkbox"/>
Is the Supplemental Questionnaire for churches/religious organizations (if requesting organization is faith-based) included?	<input type="checkbox"/>
Are the Articles of Incorporation of the Agency included?	<input type="checkbox"/>
Is the IRS Form W-9 included?	<input type="checkbox"/>
Is the IRS Form 990 included?	<input type="checkbox"/>
Are the evaluation forms (if program participants are given evaluation forms) included?	<input type="checkbox"/>
Affirmative Action/Equal Employment Opportunity plan and/or policy statement included (if required to do so)?	<input type="checkbox"/>
Has the Agency agreed to participate in the BBB Charity review program? If so, has the applicant met the BBB Charity Review Standards?	<input type="checkbox"/>

Prepared by:

Chanelle Smith

Date: