



**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN
2018-19 FISCAL YEAR**

Organization Name: Sister Cities of Franklin and Wm. Co. Phone: 615-794-5371

Contact Person & Title: Janice Litvack - Board Treasurer

Mailing Address: P.O. Box 977, Franklin TN 37065

Federal Identification # (if applicable): 94-3425537

Email Address: litvack.janice@gmail.com

Number of Active Participants in Organization: 12 board members

Does this organization charge fees to participants? Yes _____ No x

If Yes, please itemize the structure utilized (use a separate sheet if necessary):

If No, please explain: Being a non-profit organization our events are free to the community

Please provide the approximate number of clients served by your program on a yearly basis
3500

All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County Citizens: and an estimate of how many are Williamson County Citizens: Our quarterly Passport to the World series draws an average of 75 guests per program. Celebrations of Nations draws an attendance of approximately 3500.

Student exchanges to 12-15 students per year.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed):

N/A

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private resources. Our website provides an option to donate \$25 for a family membership. Sponsorship are available to businesses and organizations at various levels. A copy of the Sponsorship letter is attached.

**Non-Profit Organization Request for
City of Franklin - Page Two**



Organization: Sister Cities of Franklin

EXPENDITURES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Insurance	\$1,750	\$1,500	\$1,500
SisterCities Intl Membership	750	800	800
State Lic and Fees	150	150	150
Communication and Printing	130	175	175
Entertainment for exchange students	1,300	1,845	1,900
Passport to the World	500	500	500
General Office	512	550	550
Celebration of Nations	11,500	13,461	14,000
Pumpkin Fest	100	100	100
Total	\$16,692	\$19,081	19,675

REVENUES:	Actual 2016-17	Projected Expended 2017-18	Requested 2018-19
Williamson County Government	903	0	0
City of Franklin Government	5,000	5,000	7,500
Tennessee Arts Commission **	1,800	3,800	3,000
Middle Tennessee Electric	2,100	1,800	2,000
Pumpkin Fest and CON	1,135	1,212	1,500
Sponsorships and Memberships	8,000	7,500	8,000
Total	18,938	19,312	22,500

** These funds can only be used for CON performers. We have been notified that grants will be reduced this year.

**Non-Profit Organization Request for
City of Franklin - Page Three**



Organization: Sister Cities of Franklin and Wm. County

Personnel & Salary Information

PERSONNEL:	Actual 2015-16	Projected Expended 2016-17	Requested 2017-18
n/a			
Total			

List any equipment owned by this organization funded, in whole or in part, by City of Franklin. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): None



HISTORIC
FRANKLIN
TENNESSEE

City of Franklin
APPLICATION ADDENDUM

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: Sister Cities of Franklin and WM Co Date: 3/1/18

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018-19:

Funds will be used to cover recurring expenses including insurance, Sister Cities Intl. dues, general office expenses and meals and entertainment for exchange students. Also included will be covering some costs for Celebration of Nations and Passport to the World.

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

Police services are used at Celebration of Nations.



HISTORIC
FRANKLIN
TENNESSEE

Please answer completely the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)

Celebration of Nations recognized and celebrates the diversity of Williamson County, see attached page for details. Passport to the World highlights the foods, culture and history of countries throughout the world. Our exchange programs to Bad Soden, Germany and Carlton Place, Canada is increasing in popularity continues to be a success.

2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.

Performers and vendors participating in CON are interviewed post event for TN Arts Commission. Parental meetings are held after the exchanges to make sure the visits met the students' expectations.

3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.
No

4. What percent of your local agency budget is your allocation request from the City of Franklin?

Approximately 35%

5. What other fundraising activities does your agency engage in during the year?
Concert co-sponsored with the Masonic Temple, a Songwriters Night at Kimbro's, guess the pumpkin's weight at Pumpkinfest, membership fees and other sponsorships.

6. Do you charge any fees for your services?
No.



Tre Hargett
Secretary of State

Division of Business Services
Department of State
State of Tennessee
312 Rosa L. Parks AVE, 6th FL
Nashville, TN 37243-1102

SISTER CITIES OF FRANKLIN AND WILLIAMSON COUNTY,
TENNESSEE, INC.
184 LONDON LN
FRANKLIN, TN 37067-4460

January 1, 2018

Annual Report Now Due For:
SISTER CITIES OF FRANKLIN AND WILLIAMSON COUNTY, TENNESSEE, INC.

File Annual Reports Online at: <http://TNBear.TN.gov/AR>

Control Number: **423163**
Nonprofit Corporation
Formation Locale: TENNESSEE

Due on or Before: **04/01/2018**
Date Formed: **03/08/2002**
Fiscal Year Closing Month: **12**

Dear Business Entity:

Your Annual Report is now due and must be filed by the close of business on the due date shown above. Failure to file the Annual Report by the due date will result in the administrative dissolution/revocation of your business as well as the revocation of all assumed names and workers' compensation exemption registrations associated with your business, if any.

For your convenience, you can file your Annual Report electronically through our website at <http://TNBear.TN.gov/AR>. In order to file your Annual Report online you need the following information: Control Number, credit/debit card, name and business address of principal officers, governors, directors, or managers. If you prefer to send in a paper form, visit the same website and fill out and print your Annual Report form using the control number shown above and mail to our office along with the filing fee.

If you are no longer transacting business, you must file dissolution and termination (or withdrawal) documents along with the required fees to terminate your business with the Secretary of State's Office no later than 07/30/2018 or your entity will be administratively dissolved and additional filing fees apply in order to terminate your business.

If we can be of assistance, please call the Division of Business Services at the number below.

Sincerely,

Tre Hargett
Secretary of State

SISTER CITIES OF FRANKLIN TENNESSEE
INC
109 THIRD AVE S
FRANKLIN TN 37064-2519

22442

Employer Identification Number: 94-3425537
Person to Contact: Miss Campbell
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of May 19, 2009, regarding your tax-exempt status.

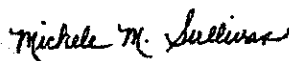
Our records indicate that a determination letter was issued in September 2002, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

Management Report

Sister Cities of Franklin and Williamson Co. TN Inc
For the period ended June 30, 2017

Prepared on

March 6, 2018

For management use only

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Profit and Loss

July 2016 - June 2017

	Total
INCOME	
City of Franklin Grant	5,076.00
Mid Tenn Elec Grant	3,700.00
Sales	6,454.35
Sponsorships	3,291.85
TAC Grant	2,990.00
Uncategorized Income	1,024.10
Total Income	22,536.30
GROSS PROFIT	
22,536.30	
EXPENSES	
CON Entertainment	11,250.00
Dues & Subscriptions	1,545.00
Insurance	1,459.00
Meals and Entertainment	0.00
Entertainment	731.44
Total Meals and Entertainment	731.44
Office Expenses	110.00
Other General and Admin Expenses	142.00
Passport to the World	146.55
Total Other General and Admin Expenses	288.55
Program Fees - PP to the W	61.49
Shipping and delivery expense	422.33
Stationery & Printing	123.38
Uncategorized Expense	2,691.06
Total Expenses	18,682.25
NET OPERATING INCOME	
3,854.05	
OTHER EXPENSES	
Reconciliation Discrepancies	25.00
Total Other Expenses	25.00
NET OTHER INCOME	
-25.00	
NET INCOME	
\$3,829.05	

Balance Sheet

As of June 30, 2017

	Total
ASSETS	
Current Assets	
Bank Accounts	
Checking-0221 (X 0221)	5,164.24
Exchange Deposit	1,616.13
Trust Account Germany Visit	-1,557.53
Total Bank Accounts	5,222.84
Total Current Assets	5,222.84
TOTAL ASSETS	\$5,222.84
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	8,748.88
Retained Earnings	-7,355.09
Net Income	3,829.05
Total Equity	5,222.84
TOTAL LIABILITIES AND EQUITY	\$5,222.84



SISTER CITIES
of Franklin and Williamson County
T E N N E S S E E

BUILD SHARE INSPIRE

2018 Sponsorship Levels

Sponsorships will be for the calendar year 2018 and include exposure at all Sister Cities events:

SISTER CITIES AMBASSADOR \$4,000

- Your banner will appear at the entrance to our Celebration of Nations festival recognizing you as the presenting sponsor.
- Your logo will be included on all media advertisements recognizing you as the presenting sponsor for all Sister Cities events and will be included in social media.
- Announcements will be made during events recognizing your sponsorship.
- You will receive one 10 x 10 tent/booth space with premium location at the Celebration of Nations event if culturally relevant.
- You will have notice of workshops, cultural events and international travel opportunities prior to being released to the public.

SISTER CITIES CONSUL \$2,0000

- Your banner will appear on the stage at the festival recognizing you as the stage sponsor for the Celebration of Nations event.
- Your logo will be included on all media advertisements recognizing you as a sponsor for all Sister Cities events and will be included in social media.
- You will receive one 10 x 10 tent/booth space at the Celebration of Nations event if culturally relevant.
- You will have notice of workshops, cultural events and international travel opportunities prior to being released to the public.

SISTER CITIES DIPLOMAT \$1,000

- Your banner will be prominently displayed at Celebration of Nations.
- Your logo and/or name will be included for all events on all media advertisements including social media.
- You will receive a discounted rate for a 10 x 10 tent/booth space at the Celebration of Nations event.
- You will have notice of workshops, cultural events and international travel opportunities prior to being released to the public.

EMISSARY \$500

- Your logo and/or name will be included for all events on all media advertisements including social media.
- You will have notice of workshops, cultural events and international travel opportunities prior to being released to the public.

ASSOCIATE \$250

- You will have notice of workshops, cultural events and international travel opportunities prior to being released to the public.

SISTER CITIES MEMBER \$25 for families and individuals

- You will receive a quarterly e-newsletter; be invited to an annual membership reception; receive priority notice for educational, professional and cultural exchanges as well as special events; and have volunteer opportunities with the Celebration of Nations Festival and other Sister Cities events.

Should you have any questions, please contact:

Janice Litvack

615-794-5371

or

litvack.janice@gmail.com



SISTER★CITIES
of Franklin and Williamson County
TENNESSEE

BUILD SHARE INSPIRE

YES! I want to support Sister Cities of Franklin and Williamson County, Tennessee, Inc.

In order to be included in 2017 events, we need your commitment as soon as possible.

SPONSOR LEVELS

- \$4,000 Ambassador
- \$2,000 Consul
- \$1,000 Diplomat
- \$500 Emissary
- \$250 Associate
- \$25 Member

SPONSOR INFORMATION

organization/business name *(as it will appear in all acknowledgments)*

address city/state/zip

phone fax web address

contact title

email phone *(if different from above)*

PAYMENT INFORMATION

Please make checks payable to Sister Cities of Franklin and Williamson County, Inc.
Mail payment to: **Sister Cities of Franklin, PO Box 977, Franklin, TN 37065**

Check enclosed Check # _____ Amount _____

AUTHORIZED SIGNATURE — SPONSORING INSTITUTION

signature date

print name

Should you have any questions, please contact:

Janice Litvack

615-794-5371

or

litvack.janice@gmail.com