



DATE: January 21, 2016

TO: Agencies, Boards & Commissions

FROM: Melissa D. Rollins, Director of Finance

A handwritten signature in cursive script, reading "Melissa D. Rollins".

RE: **FY 2016-2017 BUDGET SUBMISSION INFORMATION**

Agencies, boards or commissions wishing to be considered for funding in the City of Franklin for the 2016-2017 budget year, is asked to submit your request by **February 19, 2016**. Your budget request should include a transmittal letter that explains the following:

- The mission/purpose of the agency (*why does the organization exist?*)
- Specific benefits of the agency's services to Franklin City residents (*how does a City Department providing service delivery directly benefit from the support and services provided by your agency?*)
- The target population which refers to the clients served (*who benefits from your services i.e. disabled or elderly residents, children, etc.?*)
- The amount of the proposed budget request for FY2016-2017. Explain in detail (1) how the amount of the request was derived, (2) reason for change, if applicable, from previous year funding and (3) how the requested funds will be utilized to serve the City of Franklin.
- A copy of the organization's most recent audit or financial report.

Feel free to submit supplemental information relevant to explain your request for funds. A tentative date for presentations to City Council has not been scheduled. Please check the City's webpage at www.franklinva.com for updates.