



Greetings,

The Smyrna Charity Assistance Fund has received a limited allocation of funds, slated for distribution in December. Attached is the application form for organizations seeking financial support.

To be considered for funding, your agency must submit the following documentation:

- Verification of your organization's 501(c)(3), (4), or (6) status from the Internal Revenue Service.
- A copy of your organization's annual report, audit or financial statements (an audit is required for requests of \$12,000 or more).
- A copy of your organization's budget for the upcoming fiscal year.
- A detailed statement outlining the requested funding amount, the proposed utilization of funds, and the number of Smyrna residents served or the percentage of your program dedicated to Smyrna residents.

The deadline for completed applications is **October 2, 2026**. Please submit your application electronically to stephanie.donithan@townofsmyrna.org. Alternatively, applications may be delivered in person or mailed to the Smyrna Charity Assistance Board, Attn: Stephanie Donithan-Marrow, 315 S. Lowry Street, Smyrna, TN 37167.

Please note that submitting an application does not guarantee funding. Should you have any inquiries, please do not hesitate to contact me.

Sincerely,

Stephanie Donithan-Marrow

Stephanie Donithan-Marrow, CMFO
Accountant