

**CITY OF CROSSVILLE, TENNESSEE**  
**SOLICITATION PERMIT APPLICATION**

For Department Use Only:
Date Received: <u>11/22/2022</u>
Date Issued: _____
Permit #: _____

1. Name of person or organization United Fund of Cumberland County, Inc.  
Address of headquarters of application: 348 Taylor Street Suite 101 Crossville TN 38555

2. Name of applicant's principal officers and managers (if any):

President <u>Allison Brendel</u>	Address <u>213 Mayfair Dr, Crossville TN 38555</u>
Co-Vice Pres. <u>Jeanene Houston</u>	Address <u>86 Duer Ct, Crossville TN 38555</u>
Co-Vice-Pres. <u>Pat Whittenburg</u>	Address <u>81 Ridgewood Dr, Crossville TN 38555</u>
Secretary <u>Kellie Dodson</u>	Address <u>5591 Taylors Chapel Rd, Crossville TN 38572</u>
Manager <u>Ex. Director Holly Neal</u>	Address <u>28 Hampton Square Crossville TN 38555</u>
Directors: <u>See attachment</u>	Address _____
_____	Address _____
_____	Address _____
Other: (Name) _____	Address _____
_____	Address _____

3. Have you attached to this application a true and correct copy of the resolution (if any) authorizing the applicant to undertake the proposed solicitation covered by the application? Yes No  X

4. The purpose for which the solicitation is to be made is the following: to positively impact lives by investing in our community. This campaign will help us assist 30+ 501 C non-profit agencies in 2023.

5. The total amount of funds to be raised is estimated to be: \$400,000

6. The receipts from the solicitation will be used or disposed of as follows: (Attach a statement if more space is needed.) see attachment 2023 grant funding spread sheet

7. The need for the contributions to be solicited is as follows: (This statement must be specific, supported by reasons, and if available, figures---an attached statement can be used.) see attachment 2023 grant funding spreadsheet and budget.

8. The following person(s) will disburse the receipts of this solicitation. (Give name, address, and title)  
Holly Neal 28 Hampton Sq Crossville TN 38555 Executive Director

---

9. The following person(s) will be in direct charge of conducting the solicitation: (Give name, address, and title)  
Holly Neal - 28 Hampton Sq Crossville TN 38555 - Executive Director; Allison Brendel-213 Mayfair Dr, Crossville TN 38571 - President; Jeanene Houston - 86 Duer Ct, Crossville TN 38555 and Pat Whittenburg 81 Ridgewood Dr, Crossville TN 38555 Co-VP/Campaign Chairs.

10. The following promoters are connected, or will be connected with the solicitations: (Give name, address, and title) see attachment of Board Members who will all be involved on some level of the 2023 campaign and are all volunteers.

---

11. The method or methods to be used in conducting the solicitations are as follows: (Explain on attached sheet, if necessary) Personal contact, direct mail, telephone, radio/TV, newspapers, Internet, virtually, social media and special events. All conducted by volunteers and Executive Director.

12. The proposed dates for the beginning and ending of the solicitations are:  
Beginning Date January 2023 Ending Date December 2023.

13. The estimated total cost of the entire solicitation campaign is \$2,000 advertising; \$700 credit card/bank fees; \$5,000 campaign expense; \$10,000 Fundraising & Special Events Expenses; \$1,200 postage and delivery; \$300 travel.

---

14. The wages, fees, commissions, expenses or emoluments to be expended or paid to any person in connection with such solicitation, and the name and addresses of all such persons are the following: N/A

---

15. A full statement of the character and extent of the charitable work being done by the applicant with the City of Crossville is as follows: (explain on attached sheet if more space is needed.)  
see included United Fund newspaper

---

16. Will the actual cost of the solicitation exceed 25% of the total amount to be raised? Yes No  X

17. Does applicant certify that if a permit is granted, it will not be used or represented in any way as an endorsement of the City of Crossville or by any department or officer thereof? Yes  X No

18. The following is additional information believed by applicant to be useful to the Board in determining the kind and character of the proposed solicitation: Cumberland County United Fund positively impacts lives by investing in our community. I believe what has been submitted represents the United Fund well. I am happy to provide any additional information.

19. Is applicant a non-profit exempt organization under 501(c)(3) of the Internal Revenue Code (26 U.S.C. 501(c))? Yes X No

**REQUIRED ATTACHMENTS:**

A statement giving the terms and contents of all agreements, both oral and written, with all agents, solicitors, promoters, managers, or conductors in connection with the proposed solicitation covered in this applications.  Not Applicable

A financial statement for the last preceding fiscal year of all funds collected for charitable purposes by the applicant, giving the amount of money raised, together with the cost of raising it and the final distribution thereof.

THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

(This application must be signed by the individual/owner, or by a partner, or by an officer of the corporation.)

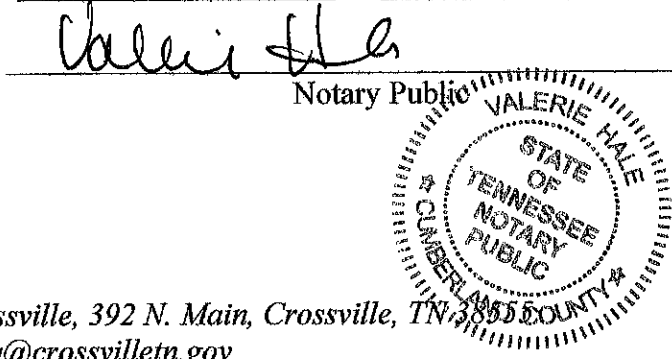
BY: Holly Neal  
Signature of representative

11-22-22  
Date

Holly Neal, Executive Director  
Typed or written name, address, and title

Sworn and subscribed to before me, this 22nd day of November, 2022.  
Valerie Hale

My Commission Expires: 3/5/2024



Return to: Valerie Hale, City Clerk, City of Crossville, 392 N. Main, Crossville, TN 38555  
Or email to: baylee.rhea@crossvilletn.gov