

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

For Department Use Only:

Date Received: 12/29/25

Date Issued: \_\_\_\_\_

Permit #: \_\_\_\_\_

1. Name of person or organization United Fund of Cumberland County, Inc.

Address of headquarters of application: 348 Taylor St 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>
Vice-Pres.	<u>Lorrie Kerley</u>	Address <u>81 Ridgewood Dr Crossville TN 38555</u>
Secretary	<u>Rebecca Adams</u>	Address <u>1775 Tabor Loop Crossville TN 38571</u>
Manager	<u>Ex. Director Holly Neal</u>	Address <u>28 Hampton Sq 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

4. The purpose for which the solicitation is to be made is the following: This solicitation application's purpose is to positively impact lives by investing in Crossville/Cumberland County. Funds raised will impact 40 local 501 c 3 non-profits. These non-profits provide vital programs and services from birth to end-of-life.

(Attach a statement if more space is needed.)

5. The total amount of funds to be raised is estimated to be: \$460,000

6. The receipts from the solicitation will be used or disposed of as follows: (Attach a statement if more space is needed.) (see attachment of 2026 Approved Allocations 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 attached 2026 grant funding spread sheet as well as the budget. \*Operating expenses have gone up with the anticipated hiring of a new director and double coverage for up to two months.

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

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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, Lorrie Kerley  
143 City Lake Rd Crossville TN 38572 VP-Campaign Chair and John Wigington 26 Marquette Ct FFG 38558 Chairperson for FFG and all are volunteers.

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10. The following promoters are connected, or will be connected with the solicitations: (Give name, address, and title)  
see attachment of Board Members from #2 who will be involved on some level of the 2026 campaign and all are volunteers.

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11. The method or methods to be used in conducting the solicitations are as follows: (Explain on attached sheet, if necessary)  
Solicitation methods will include personal contact, direct mail, telephone outreach, radio and television, newspapers, internet and virtual campaigns, social media platforms, and special events. All solicitation efforts will be conducted by volunteers and the Executive Director.

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12. The proposed dates for the beginning and ending of the solicitations are:

Beginning Date January 1, 2026 Ending Date December 31, 2026

13. The estimated total cost of the entire solicitation campaign is \$22,500.

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

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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 brochure

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

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 ☐ 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: The Cumberland County United Fund invests in our community by supporting health and wellness, education, and financial stability initiatives. This application reflects our mission and values.

19. Is applicant a non-profit exempt organization under 501(c)(3) of the Internal Revenue Code (26 U.S.C. §501(c))?  
☒ Yes    ☐ 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 application.    ☒ 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    12-22-25  
Signature of representative    Date

Holly Neal 348 Taylor St, Suite 101, Crossville TN 38555, Executive Director  
Typed or written name, address, and title

Sworn and subscribed to before me, this 22 day of December, 2025.

John Bailey Walker  
Notary Public

My Commission Expires: 11-7-28



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

