



An Affiliate Fund of

East Tennessee FOUNDATION

625 Market Street, Suite 1400, Knoxville, TN 37902

REQUEST FOR PROPOSALS

Creation of a Fund

The Fund for Campbell County was established through the generous gifts of time, vision and resources by a group of Campbell County residents committed to strengthening communities and improving the quality of life in Campbell County. The Fund will support programs and projects that build community goodwill, seek to solve community challenges and produce results that improve the quality of life for all citizens of Campbell County.

East Tennessee Foundation

East Tennessee Foundation (ETF) is a public, nonprofit community foundation created for the purpose of building charitable resources to make communities stronger and lives better through thoughtful giving. The Foundation serves East Tennessee by building endowments, providing services to donors and making grants to programs and projects that benefit this region and its people.

Employment and Grantee Non-Discrimination Policy Statement

The Fund for Campbell County and East Tennessee Foundation are equal opportunity providers of services and employment. Further, the Fund for Campbell County and ETF respect, celebrate and encourage diversity that positively contributes to the community. The Fund for Campbell County and ETF believe diversity encompasses but is not limited to: ethnicity, race, age, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location. Through their competitive grantmaking, the Fund for Campbell County and ETF support organizations and agencies that adhere to these principles and policies.

Guidelines

Eligibility

Grants from the Fund for Campbell County will be made to community-based groups and organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code. Grants may also be made to new and/or emerging community groups that have an established nonprofit organization as fiscal sponsor.

- Applicant organizations must be operated and organized so as to not discriminate on the basis of race, age, gender, economic circumstances or other characteristics as identified in the Foundation's Non-Discrimination Policy Statement on page 1 of this document.
- Applicant organizations must have a local presence in Campbell County and be directly serving people that live and work in Campbell County.
- Applicant organizations must have Campbell County citizen involvement in the organization as volunteers, members or board members.
- Although each proposal will be considered on its own merits, the following types of grants will normally be precluded from the Fund's grant program:
 - Grants to individuals;
 - Endowments or general fundraising campaigns or capital campaigns;
 - General operating support (office supplies, utilities and other general expenses), debt retirement, financing or capital improvements (purchase of computers, furniture or building renovations);
 - Projects that have implicit religious content, express a particular religious view or advance a religious purpose; and
 - Activities taking place before the grant cycle begins on June 1, 2008.
- While grantees are eligible to apply for continued support, multi-year funding is not guaranteed.

Areas of Focus

Successful applicants will propose innovative projects or programs that:

- Make a significant contribution to the health and welfare of Campbell County and utilize its unique assets;
- Directly benefit families, women and/or children;
- Provide educational and cultural opportunities;
- Support community or economic development, historic preservation, and/or environmental enhancement;
- Build the capacity of the organization and its leadership to more effectively carry out its mission.

Criteria for Funding

Eligible projects or programs will:

- Propose an innovative or creative design that will foster significant results from a moderate grant;
- Develop a well-planned approach to addressing a public or community opportunity, problem or issue;
- Demonstrate that the anticipated outcomes are measurable and produce opportunities to share lessons learned with others;
- Influence community building efforts and activities beyond the immediate project; and
- Increase volunteerism and partnerships.

Examples of possible projects

Education and outreach activities:

- Develop an after school program that provides assistance with homework and an adult mentor;
- Coordinate and sponsor a community career days with local businesses for junior and high school students to learn about local job opportunities and/or various careers;
- Develop an artist-in-residence program for preschoolers and elementary students.

Community development activities:

- Plan a health fair day for families to receive information and medical screenings;
- Develop a program to collect local stories and history through oral interviews with local citizens as a way to begin a community visioning process;
- Create partnerships to build or improve a community park or recreation area;
- Organize a lake or river clean up.

Organizational development to build the skills of local nonprofits:

- Hold a strategic planning retreat;
- Hire a facilitator to help an association make critical decisions;
- Develop fund raising plans and activities or membership drives.

Awards

One-year grants will generally range from **\$500 to \$1,000** and are intended to support programs or projects occurring between **June 1, 2008 – June 1, 2009**.

Technical Assistance Available

A Technical Assistance Workshop will be held at **Roane State Community College** in the **Community Room** on **Tuesday, February 5th from 3:00 – 4:00 p.m.** First-time applicants are encouraged to attend, and all individuals desiring more information are welcome to attend. Workshop attendance is not a requirement for funding.

Application Procedure

Completed application packets must include:

- 1. Application --** Please complete the attached six-page application form.
- 2. Attachments --** For the applicant organization and, if applicable, the fiscal sponsor, please provide one (1) copy of the following:
 - A copy of the organization's 501(c)(3) tax-exempt certification letter from the Internal Revenue Service;
 - The organization which will serve as your fiscal sponsor must submit a letter indicating its agreement to accept, monitor and account for grant funds.
 - Public school applicants must attach a copy of the Government Certificate of Exemption or a written statement signed by the principal verifying tax-exempt status.
 - The organization's current annual operating budget;
 - The organization's most recent audit or financial statements;
 - The organization's list of board of directors and key staff members;
 - Brochures or supplementary materials which briefly describe the applicant organization and/or the proposed project or activity; and

- If this is a collaborative project, please include a one-page letter of support from each of the collaborating partners.

Please note: Submitted materials will become the property of East Tennessee Foundation.

3. Application Submission – Please submit the completed application along with ten (10) copies and one (1) set of attachments and address your questions to:

Ms. Terry Holley
Senior Vice President for Program and Regional Development
East Tennessee Foundation
625 Market Street, Suite 1400
Knoxville, TN 37902
Telephone: (865)524-1223 or *toll-free* at 1-877-524-1223 or by e-mail: tholley@etf.org

**Completed applications and attachments must be submitted to
East Tennessee Foundation and postmarked on or before
Friday, February 15, 2008**

4. Additional Instructions –

- Applications submitted by fax or e-mail will not be accepted.
- Please paperclip each of the ten (10) copies of the application – do not staple.
- Only one (1) application per organization (per grant cycle) will be accepted.
- Please be sure your application packet contains all the information listed above before you send it. The absence of required information may eliminate your application from funding consideration.

The Fund for Campbell County Application Form

Supporting projects between June 1, 2008 – June 1, 2009
Application Deadline: Postmarked on or before Friday, February 15, 2008

COVER PAGE

Section I

Applicant Organization Information

Name of Applicant Organization: _____

Please provide the EIN# as found on the 501(c)(3) letter from IRS: _____

Address of Applicant Organization: _____

City: _____ Zip Code: _____

Director/President's Name: _____ Title: _____

Contact Numbers: Phone: _____ FAX: _____ E-Mail Address: _____

Project Contact Information

(Please complete if different from above)

Contact Person's Name: _____ Title: _____

Name and Address of Group: _____

City: _____ Zip Code: _____

Contact Numbers: Phone: _____ FAX: _____ E-Mail Address: _____

Amount Requested: _____ Project Dates: Starting: _____ Ending: _____

In the box provided below, please give a 2-3-sentence description of the project, program or activities for which funds are being requested.

Signature: _____
Authorized Official Title Date

PROPOSAL NARRATIVE Section II

List the names of any partner organizations/groups or consultants involved in this project:

<u>Name</u>	<u>Address</u>	<u>Phone # Contact Person</u>

1. In the space provided below, briefly describe the organization’s history, purpose, and constituents and/or members.

2. In the space provided below, describe the program, project, or activities for which you are requesting grant support. In addition, please state or address the following questions as they relate to your program/project:

- Your goals for the first year of this program or project – what do you hope to achieve at the end of 12 months?
- What is your plan and timeline for achieving these goals – what are the activities/tasks you will do and when will you do them?

3. In the space provided, please answer the following questions as they relate to the proposed project/program/activity:

- What is the rationale for carrying out this particular program/project/activity and how will the project improve the quality of life in Campbell County?
- If this is an existing project, what are your accomplishments and results to date?
- Who will benefit from the implementation of the proposed program/project?
- How will they benefit or what are the anticipated outcomes from implementation?
- How will you evaluate, measure or determine the project's success, or outcomes?

4. What are your plans to promote the Fund for Campbell County to raise public awareness of East Tennessee Foundation and its potential?

5. Please list any other sources of funding to which the application has been submitted along with a brief plan for continued support of the proposed project.

TOTAL PROJECT BUDGET Section III

ANTICIPATED PROJECT EXPENSES:

	FCC Request	+ Other Expenses	= Total Expenses
Administrative & Salaries _____ (Not to exceed 15% of request)			
Outside Fees & Services _____			
Travel Expenses _____			
Equipment & Supplies _____			
Other Expenses _____			
TOTAL EXPENSES* _____			

ANTICIPATED PROJECT INCOME:

	FCC Request	+ Other Income	= Total Income
Earned Income (fees, tickets, etc) _____			
Income from Contracts _____			
Foundation Grants _____			
FCC Grant Request _____			
Government Grants _____			
Other Contributions _____			
TOTAL INCOME* _____			

*These totals must be equal.

Below please give a brief narrative explanation of the project budget and specifically explain how the grant funds will be used. List sources of any additional income to be used in carrying out the project.