



625 MARKET STREET, SUITE 1400, KNOXVILLE, TN 37902, (865) 524-1223, FAX (865) 637-6039, E-MAIL: etf@etf.org

REQUEST FOR PROPOSALS

HARRIS FUND FOR WASHINGTON COUNTY

An Affiliate Fund of East Tennessee Foundation

Creation of a Fund

The Harris Fund for Washington County was endowed by Ms. Eva Stanley Harris, a Washington County native, in memory of the Harris Family of Johnson City, to honor their spirit of philanthropy and legacy of community service. The Fund's aim is to provide support for innovative programs that will benefit Washington County and its people. The Fund encourages creative use of area resources and promotes the improvement of the quality of life of Washington County residents.

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 Harris Fund for Washington County (Harris Fund) and East Tennessee Foundation are equal opportunity providers of services and employment. Further, the Harris Fund and ETF respect, celebrate and encourage diversity that positively contributes to the community. The Harris Fund 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 Harris Fund and ETF support organizations that adhere to these principles and policies.

Guidelines

Eligibility

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

- Under special circumstances, grants will be made to institutions outside Washington County for programs that are operated within or provide direct benefit to residents of the county.
- 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.
- Although each proposal will be considered on its own merits, the following types of requests 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 or 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 October 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:

- Promise a significant contribution to the welfare of Washington County and utilize its unique assets;
- Benefit women or children;
- Provide for cultural activities and/or education;
- Support community or economic development, historic preservation, and/or environmental enhancement.

Criteria for Funding

Successful applicants will:

- Propose innovative or creative designs that will foster significant results from a moderate grant;
- Develop well-planned approaches to addressing public or community opportunities, problems or issues;
- Develop solid bases of support; committed leadership; and personnel with training or skills to carry out the work.

Awards

Grants will generally range from **\$500 to \$5,000** and are intended to support programs or projects occurring between **October 1, 2008 – October 1, 2009**.

Award Notification

Awards will be announced in **September 2008**.

Application Procedure

Completed applications must include:

1. **A Cover Letter** --- which includes the following: the name of the organization; its mailing address, telephone number and EIN # (as found on the 501(c)(3) letter from IRS); the name of the president or executive director; a contact person's name, title, telephone number and e-mail address; and the amount of funding requested. Please specify whether the proposed project is new or whether it is the continuation or expansion of a previously-funded project. **An authorized official of the organization must sign the cover letter.**
2. **A One to Two Page Narrative Proposal** --- which includes the following:
 - Rationale for the project or program;
 - Goals and objectives of the program and/or project including identification of the focus area(s) being addressed;
 - A project description which includes the following information:
 - Project's service area
 - Estimated number of people and populations served
 - Expected benefits to the area or community and
 - How the outcomes will be measured or evaluated
 - For an existing project, description of accomplishments and results to date and/or a strategy for continuation of the project, if applicable;
 - Identification of new or existing partners or collaboration which includes the role of each organization;
 - Organizational description, including its history, purpose and mission statement; and
 - Plan to promote Harris Fund for Washington County to raise public awareness of East Tennessee Foundation and its potential.
3. **Project Budget Information** --- Please provide an itemized project budget which details the following:
 - Anticipated expenses and income for the total project including the amount of funding requested;
 - Sources and amounts of funds committed by the applicant organization and plans to elicit additional funding from other supporters;
 - Budget narrative which describes the length of time for which support is requested; and
 - Detailed description that outlines the specific use of grant funds.
4. **Plan for Continued Support** – Please attach a list of any other sources to which the application has been submitted along with a brief plan for continued support for the project.
5. **Attachments** --- For the applicant organization and, if applicable, the fiscal sponsor, please provide one (1) copy of each 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 year annual operating budget;
- The organization's most recent audit or financial statements;
- The organization's list of board of directors and key staff members;
- Any brochures or supplementary materials which briefly describe the applicant organization and/or the proposed project; 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.

6. Application Submission and Deadline --- Please submit the original application along with **eight (8) copies** and **one (1) set** of the required attachments and direct your questions to:

Ms. Terry Holley
Senior Vice President for Programs 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, June 20, 2008.**

7. Additional Instructions --

- Applications submitted by fax or e-mail will not be accepted.
- Please paperclip each of the eight (8) copies of the application – do not staple.
- Only one (1) application per organization (per grant cycle) will be accepted.
- Please be sure your proposal contains all the information listed above before you send it. The absence of required information may eliminate your application from funding consideration.