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REQUEST FOR PROPOSALS

THE JOHN D. GRUBB AND LOUISE G. SUMNER FUND FOR MONROE COUNTY

An Affiliate Fund of East Tennessee Foundation

Creation of a Fund

The John D. Grubb and Louise G. Sumner Fund for Monroe County was established through a generous gift by Monroe County natives, John and his sister, Louise. Louise and John's desire to help secure advanced educational opportunities for students and leave a philanthropic legacy dedicated to improving the lives of residents of Monroe County became a reality in 1998 with the establishment of a permanent charitable endowment for Monroe County. The Fund was created to benefit the economic, social, cultural and educational well-being of Monroe County residents and their communities. Grants from the Fund are intended to encourage creative use of area resources and contribute to the quality of life of Monroe 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 John D. Grubb and Louise G. Sumner Fund for Monroe County (Fund for Monroe County) and East Tennessee Foundation are equal opportunity providers of services and employment. Further, the Fund for Monroe County and ETF respect, celebrate and encourage diversity that positively contributes to the community. The Fund for Monroe 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 Monroe County and ETF support organizations that adhere to these principles and policies.

Guidelines

Eligibility

Grants from the John D. Grubb and Louise G. Sumner Fund for Monroe 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 as found on page 1 of this document.
- Applicant organizations must have a local presence in Monroe County and be directly serving people who live and work in Monroe County.
- Applicant organizations must have Monroe 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;
 - Activities taking place before the grant cycle begins on December 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 Monroe 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

Successful applicants will:

- Propose innovative projects, programs or activities that will foster significant results from a moderate grant;
- 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;
- 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 careers day 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.

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 fundraising plans and activities or membership drives.

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.

Awards

Grants will generally range from **\$500 to \$4,000** and are intended to support programs or projects occurring between **December 1, 2008 and December 1, 2009**.

Award Notification

Awards will be announced in **early November 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 the identification of the focus area(s) being addressed;
 - Project description which includes the following information:
 - Project's service area;
 - Estimated number of people and population(s) served;
 - Expected benefits to the area or community;
 - Description of how outcomes will be measured or evaluated;
 - For an existing project, describe accomplishments and results to date and/or a strategy for continuation of the project, if applicable.
 - Description or 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
 - Description of a plan to promote the John D. Grubb and Louise G. Sumner Fund for Monroe County to raise public awareness of East Tennessee Foundation and its potential.

- 3. Project Budget Information** – Please provide an itemized project budget which details:
- 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 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 all 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 or volunteers.
 - Brochures or supplementary materials which briefly describe the applicant organization and/or the proposed project.
 - 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 address 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
Monday, September 29, 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.