



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

## ***REQUEST FOR PROPOSALS***

### **MOUNT REST HOME FOUNDATION**

#### **A Fund of East Tennessee Foundation**

#### **Creation of a Fund**

In 1894, Mount Rest Home began in Knoxville as a residence for elderly ladies who had very little funds or family to care for them. The devoted women of the board of Mount Rest Home cooked and sold lunches at Thanksgiving to raise funds to support the home, and they tended to every need of the house and the ladies who lived there. Although the lovely home eventually closed, the women of Mount Rest Home, many of whom are the daughters and granddaughters of the original board members, have continued to provide for the welfare of women and children in Knox County. They established the Mount Rest Foundation in 1994 and then the Mount Rest Home Foundation Fund of East Tennessee Foundation in 2004 to continue and secure their families' legacy of caring for Knox County's women and children.

#### **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**

East Tennessee Foundation is an equal opportunity provider of services and employment. Further, ETF respects, celebrates and encourages diversity that positively contributes to the community. The Foundation believes 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 its competitive grantmaking, ETF supports organizations that adhere to these principles and policies.

## Guidelines

### Eligibility

Grants from the Mount Rest Home Foundation Fund will be made to established organizations in Knoxville and Knox 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 Knox 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;
  - Grants to schools or churches;
  - 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 September 1, 2008.

### Areas of Focus

Successful applicants must address one of the following issues which impact women and/or children of Knoxville and Knox County:

- Nutrition
- Health and well-being
- Education and/or training for employment

### Criteria for Funding

Favorable consideration will be given to projects and programs that:

- Propose innovative or creative programs that will foster significant results from a moderate grant;
- Promote inclusiveness of diverse populations; and
- Create new partnerships, or expand existing partnerships through programs that implement an interdisciplinary approach.

### Examples of Possible Projects

- Support for women at a crisis shelter
- Program which teaches children about safety issues
- Affordable healthcare support for low-income women and children
- Education and career counseling for women

### Awards

Grants will generally range from **\$1,000 to \$10,000** and are intended to support programs or projects occurring between **September 1, 2008 – September 1, 2009**.

## **Award Notification**

Awards will be announced in **August 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 and population of women and children 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 Mount Rest Home Foundation 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.
  - 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 **ten (10) copies** and **one (1) set** of the required attachments and direct your questions to:

Ms. Jan Elston  
Senior Program Officer  
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: jelston@etf.org

**Completed applications and attachments must be submitted to  
East Tennessee Foundation and postmarked on or before  
Monday, May 26, 2008.**

**7. 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 proposal contains all the information listed above before you send it. The absence of required information may eliminate your application from funding consideration.