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REQUEST FOR PROPOSALS

YOUTH ENDOWMENT GRANTS PROGRAM

Creation of a Fund

East Tennessee Foundation's Youth Endowment was created in 1987 to serve as a perpetual source of funds to address problems and issues affecting young people in East Tennessee. The fund's primary goal is to support the development of creative solutions which address behavioral, environmental and other factors that place children and youth at-risk in our region.

East Tennessee Foundation

East Tennessee Foundation 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 (ETF) is an equal opportunity provider of services and employment. 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

General Eligibility

Two-year grants will be made to established organizations located within East Tennessee Foundation's 25-county service area that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code. Grants will 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 the Foundation's 25-county service area for programs that are operated within or provide direct benefit to residents of the 25 counties.
- Applicant organizations must be tax-exempt 501(c)(3) organizations or other exempt entities, such as schools, units of government, or in some instances churches and other religious institutions. Applicants must have operated as such for a minimum of three years prior to the November 16, 2007 application deadline.
- Applicant organizations must primarily function to serve children and youth or be an organization whose programs have demonstrated the ability to serve this population.
- 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 grants will normally be precluded from the Youth Endowment grants 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 two-year grant cycle begins on June 1, 2008.
- While grantees are eligible to apply for continued support, multi-year funding beyond the two-year grant cycle is not guaranteed.

Criteria for Funding

Successful applicants will propose innovative projects or programs that address and prevent or reduce one or more of the following behavioral or life skill issues:

- Interpersonal and/or school violence
- Anti-social behavior
- School drop-out
- Alcohol or drug addiction
- Sexual and emotional abuse
- Teen pregnancy and sexually transmitted diseases
- Eating disorders
- Barriers to gainful employment

Please note: *Not all conditions and behaviors that place youth at risk (e.g. chronic illnesses) are eligible for project funding, unless they can be shown to directly impact one of the behavioral issues.*

Awards

Grants generally range from **\$500 to \$20,000** and are intended to support programs or projects occurring between **June 1, 2008 – June 1, 2010**.

Award Notification

Awards will be announced in **early May 2008**.

Technical Assistance Workshops

Two workshops have been designed to help you better understand the process of applying for Youth Endowment funding. The workshops are tentatively scheduled for September 27 and 28 from 10:30 A.M. – Noon. One workshop will be located in Knoxville with the second in a surrounding county. Workshop attendance is *not* a requirement for funding. Workshops and the 2008 Youth Endowment grants cycle will be widely publicized via postcards and press releases in spring 2007.

Grant Categories

Category I: Institutional Excellence

Purpose

Grants in this category will support institutional capacity-building strategies for organizations which have a demonstrated record of leadership and outstanding performance in programmatically addressing persistent conditions which place children and youth at risk.

Awards

Grant awards will generally not exceed **\$20,000**.

Eligibility

Applicants must meet General Eligibility requirements (as outlined on page 2 of this application packet) and meet the following additional requirements:

- Applicant organizations must have received grant awards from and successfully completed programs funded by East Tennessee Foundation's Youth Endowment Grants Program for **six (6) or more years** (not necessarily consecutive years).
- Applicant organization must have paid staff, proven fiscal responsibility, exemplary accounting procedures and an active board of directors.

Category II: Creative Solutions

Purpose

Grants in this category will support new and existing program which serve at-risk children and youth of all ages. Applicants are encouraged to develop creative solutions to issues which place youth or children at risk, that are innovative in the use of consultants and partners and use existing staff resources where possible. The bulk of the grant funds must go toward direct project implementation.

Awards

Grant awards will generally not exceed **\$10,000**.

Eligibility

Applicants must meet General Eligibility requirements (as outlined on page 2 of this application packet).

Criteria for Evaluation

Successful proposals must demonstrate:

- Creativity and innovation in program design;
- Ingenuity in the utilization of community resources; and
- Where appropriate, partnerships between two or more groups.

Examples of possible Creative Solutions projects

- After-school and summer tutoring and mentoring program;
- Teen pregnancy outreach program;
- Child abuse prevention education program;
- Anti-bullying program for students and teachers;
- HIV/AIDS, STDs and pregnancy-prevention program for inner-city teens;
- Leadership training for underserved youth; and
- Program which addresses child abuse and neglect in the lives of families.

Category III: Early Childhood Intervention

Purpose

Grants in this category will support programs which address issues or problems that place children, ages birth through six years and their families at risk. This category is intended to support a collaborative approach to the planning and implementation of a pilot program or provide support for existing programs.

Awards

Grant award will generally not exceed **\$15,000**.

Eligibility

Applicants must meet General Eligibility requirements (as outlined on page 2 of this application packet) and must be able to successfully demonstrate that the application is submitted as a collaborative effort. Applicants are strongly encouraged to identify and collaborate with existing community resources.

Criteria for Evaluation

Successful proposals must demonstrate:

- Creativity and innovation in program design;
- Ingenuity in the utilization of community resources; and
- Partnerships between two or more groups.

Examples of possible Early Childhood Intervention projects

- Teaching developmentally appropriate academic and social skills to at-risk preschoolers.
- Programs which target children who are at the onset of mental health issues
- Counseling services for young victims of sexual abuse

- Books for children in underserved day care centers
- Literacy program for inner-city preschool children
- Prenatal care project for women at-risk for low birth weight pre-term babies

Application Procedure

Completed applications must include:

- 1. Applicant cover sheet** — Please complete the application cover sheet, making sure that an **authorized official of your organization signs and dates it.**
- 2. A One to Two Page Narrative Proposal** — which includes the following:
 - Rationale for the project or program;
 - Audience or constituents who will participate in the program or project and the behavioral or life skill issues which will be addressed;
 - Ways in which children/youth-at-risk will benefit from the project;
 - Whether this is a request for a new program or expansion of an existing program;
 - For an existing project, describe accomplishments and results to date and/or a strategy for continuation of the project, if applicable.
 - If you have received funding from the Youth Endowment for this specific program before, please describe how your current proposal differs from the previous application.
 - How the project will provide long-term solutions for the issue(s) being addressed;
 - How the project will be evaluated, anticipated outcomes and how the outcomes will be assessed;
 - Identification of new or existing partners or collaboration which includes the role of each organization;
 - Description of the organization, including its history, purpose and mission statement. Explain how your organization's past record makes it a candidate for a Youth Endowment grant;
 - Plan to promote the Youth Endowment to raise public awareness of East Tennessee Foundation and its potential; and
 - Plan for continued support for the project beyond the two-year grant cycle which includes a list of any other sources to which the application has been submitted.

Institutional Excellence Applicants only must:

- Describe the way in which grant funds will increase your organization's capacity to carry out current programs or new initiatives; and
- Describe how funding will help increase your institutional capacity.

- 3. Project Budget Information** — Please provide an itemized project budget on the form provided which details the following:
 - Anticipated expenses and income for the total project,
 - Sources and amounts of funds committed by the applicant organization and additional funds secured from other supporters; and
 - Budget narrative which describes the length of time for which support is requested and the specific use of grant funds.

Please note:

- *Applicants for Institutional Excellence grants may request funds for salaries which exceed 15%; applicants in the other two (2) categories (Creative Solutions and Early Childhood Intervention) must limit their salary requests for participating staff and standard administrative overhead (e.g. telephone, rent, utilities, etc.) to 15% of their total grant requests.*

4. 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 or volunteers;
- Brochures or supplementary materials which briefly describe the applicant organization and/or the proposed projects; 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.*

5. Application Submission and Deadline – Please submit the original application along with twelve (12) copies and one (1) set of 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 1-877-534-1223 or by e-mail: jelston@etf.org

Completed applications and attachments must be received by East Tennessee Foundation on or before 5:00 P.M. on Friday, November 16, 2007.

6. Additional Instructions –

- Applications submitted by fax or e-mail will not be accepted.
- Please paperclip each of the twelve (12) 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.

Youth Endowment Grants Program Application Cover Sheet

Supporting projects between June 1, 2008 – June 1, 2010
Application Deadline: 5:00 p.m., Friday, November 16, 2007

Applicant

Organization: _____ **Phone:** _____ **Fax:** _____

Address: _____ **Zip:** _____ **E-mail:** _____

EIN Number (as found on the 501(c)(3) letter from the IRS): _____

President or Executive Director: _____ **Project Director:** _____

Project Director's Numbers: Phone _____ **E-mail** _____ **Fax** _____

Fiscal Sponsoring Agency: _____ **Phone:** _____

Signature of President or Executive Director: _____

(Only required if applicant organization does not have tax-exempt 501(c)(3) status or is not an exempt entity (e.g. school or unit of government).

Grant Category (Check One): **I. Institutional Excellence**
 II. Creative Solutions
 III. Early Childhood Intervention

Amount of Youth Endowment Request: \$ _____ ((Rounded to nearest \$10)

County(ies) in which project occurs: _____

Project Dates: Beginning _____ **Ending** _____

Please indicate whether the project is: **New** **Expansion of previously funded project**

Organization's Total Fiscal Activity:

	2007 Activity	2008 Estimate	2009 Estimate
A. Expenses	\$ _____	\$ _____	\$ _____
B. Income	\$ _____	\$ _____	\$ _____

In this space, please provide a brief summary of the project/program for which you are seeking funding. (Please use a minimum type size of 12 points.)

Original Signature: _____
Executive Director or President
Title
Date

YOUTH ENDOWMENT GRANTS PROGRAM

2008 – 2010 PROJECT BUDGET

The project budget must reflect total project expenses and income

Please round figures to the nearest \$10

Anticipated Expenses	Youth Endowment Request	+	Other Expenses	=	Total
Administrative & Salaries (Not to exceed 15% of request)*	\$	+	\$	=	\$
Outside Fees & Services	\$	+	\$	=	\$
Space Rental	\$	+	\$	=	\$
Travel (rate of \$0.445/ mile)	\$	+	\$	=	\$
Equipment & Supplies	\$	+	\$	=	\$
Other Operating Expenses	\$	+	\$	=	\$
Grant Total Expenses	\$	+	\$	=	\$
Anticipated Income	Youth Endowment Request	+	Other Income	=	Total
Earned Income (fees, tickets)	\$	+	\$	=	\$
Income from Service Contracts	\$	+	\$	=	\$
Corporate Contributions	\$	+	\$	=	\$
Foundation Grants	\$	+	\$	=	\$
Youth Endowment Request	\$	+	\$	=	\$
Other Private Contributions	\$	+	\$	=	\$
Government Grants	\$	+	\$	=	\$
Other Revenue	\$	+	\$	=	\$
Grant Total Income	\$	+	\$	=	\$

* Applicants for **Institutional Excellence** grants may request funds for salaries which exceed 15%.

Budget Narrative: Please provide a narrative description of income and expenses for this project. Itemize any additional grants received for this project. List sources and amounts of any additional income to be used in implementing the project.

YOUTH ENDOWMENT GRANTS PROGRAM

SAMPLE 2008 – 2010 PROJECT BUDGET

The project budget must reflect total project expenses and income

Please round figures to the nearest \$10

Anticipated Expenses	Youth Endowment Request	+	Other Expenses	=	Total
Administrative & Salaries (not to exceed 15% of request)*	\$750	+	\$	=	\$750
Outside Fees & Services	\$1,250	+	\$800	=	\$2,050
Space Rental	\$	+	\$	=	\$
Travel (rate of \$0.445/ mile)	\$	+	\$	=	\$
Equipment & Supplies	\$2,500	+	\$1,500	=	\$4,000
Other Operating Expenses	\$100	+	\$1,100	=	\$1,200
Grant Total Expenses	\$4,600	+	\$3,400	=	\$8,000
Anticipated Income	Youth Endowment Request	+	Other Income	=	Total
Earned Income (fees, tickets)	\$	+	\$	=	\$
Income from Service Contracts	\$	+	\$	=	\$
Corporate Contributions	\$	+	\$	=	\$
Foundation Grants	\$	+	\$	=	\$
Youth Endowment Request	\$4,600	+	\$	=	\$4,600
Other Private Contributions	\$	+	\$	=	\$
Government Grants	\$	+	\$	=	\$
Other Revenue	\$	+	\$3,400	=	\$3,400
Grant Total Income	\$4,600	+	\$3,400	=	\$8,000

* Applicants for **Institutional Excellence** grants may request funds for salaries which exceed 15%.

Budget Narrative: Please provide a narrative description of income and expenses for this project. Itemize any additional grants received for this project. List sources and amounts of any additional income to be used in implementing the project.

The City Kids Club, which serves inner-city children (ages 9-18) during summer months, has organized an annual Urban Garden Project which will begin during the summer of 2008. Partial funding is requested to support this garden project that will encourage inner-city youth to learn and develop job skills. Each summer, approximately 20 participating youth will prepare, plant, care for and eat health produce from their garden on the grounds of the Kids Club. The Project will begin with a 1-acre garden during the summer of 2008 and eventually increase (summers of 2009 - 2010) to encompass a 2-acre site. Club staff and professionals from UT's Agricultural Extension Service will supervise the Garden Project, and faculty from UT's Nutrition Department will contribute to cooking segments.

Grant funds will be used to support administrative expenses, UT staff fees (Outside Fees & Services), expenses for purchasing gardening tools, wire to create composting bins, seeds, hose, wheelbarrow, and other gardening supplies, literature (handouts, gardening books), kitchen supplies and cooking ingredients (Equipment & Supplies), and to prepare a cookbook of recipes (Other Expenses). Contributions from local businesses will be used to purchase a storage shed & lock, gardening supplies and to support UT staff fees. Additional funding will be sought to sustain and expand the gardening project in the future.