



Elizabethton/ Carter County Community Foundation

*Things to Know When
Applying for a Grant*

Elizabethton/Carter Co. Community Foundation (ECCF)

- **Is an Affiliate Fund of East TN Foundation**
- **Was established in 2006**
- **Has an endowment & grantmaking fund**
- **Is governed by local Board of Advisors**

Elizabethton/Carter Co. Community Foundation...

- **Will award grants from dollars given by local donors from Carter County**



Submitting An Application..

Questions to Consider:

- Is your organization eligible?
- What type of projects are ineligible?
- What are ECCCF's focus areas?
- What's required in the application packet?

Elizabethton/Carter Co. Community Foundation

General Eligibility

Be a tax-exempt community-based group or organization under section 501(c)(3) of the Internal Revenue Code

- Applicants with a fiscal sponsor must submit the application in partnership with the fiscal sponsor
- The fiscal sponsor is the applicant, not the organization proposing the project

Eligibility (*continued*)

Applicants must:

- Be inclusive & not discriminate
- Have a presence in Carter County
- Have citizen involvement from the Elizabethton/Carter County area

Ineligible Requests

- General operating support
- Capital campaigns or expenses
- Endowments
- Grants to individuals

Ineligible Requests (continued)

- Grants promoting a religious belief
- Travel outside East Tennessee
- Salaries or administrative support exceeding 10% of funding requested

Areas of Focus

Successful Programs or projects will address one or more of the following:

- **Educational and cultural opportunities**
- **Community or economic development**
- **Historic preservation or environmental enhancement**

Please Note:

Favorable consideration will be given to projects or programs that:

- Promote inclusiveness of diverse populations
- Extend participation opportunities to underserved constituents.

Criteria

Successful applicants will:

- ✓ Propose projects to foster significant results from a moderate grant.
- ✓ Articulate well-planned approaches to implementing projects

Examples of possible projects

- ❖ Art enrichment program for children
- ❖ Home repair program for low income families
- ❖ Community-oriented festival
- ❖ Adult literacy program
- ❖ Community safety program
- ❖ Health fair for families

The Application Packet Includes:

Cover Letter

1. General information about the applicant
2. Amount requested (\$500 to \$2,000)
3. Brief description of project
4. Signature of authorized individual

The Application Form

Includes (*continued*):

One-Two Page Narrative Proposal

1. Organizational description, history, mission statement
2. Project rationale
3. Goals & objectives
4. Project description
5. Expected benefits to community
6. Impact on organizational capacity & sustainability

The Application Form Includes *(continued):*

One-Two Page Narrative Proposal **(continued)**

7. Impact on social, economic, &/or environmental characteristics of Elizabethton/Carter County
8. Identification of new or existing collaborations
9. Plan for assessing project outcomes & benefits
10. Plan for promoting ECCF as a funder

The Application Form

Includes (*continued*):

The Itemized Projected Project **Budget**

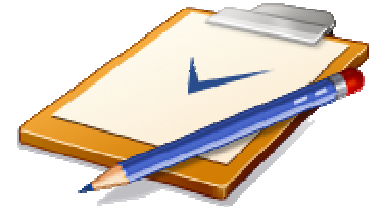
1. Anticipated expenses & income
2. Sources & amount of funds committed by applicant organization & other supporters
3. Budget narrative
4. Specific use of grant funds

The Application Form Includes *(continued):*

Plan for Continued Support

1. List other sources of funding
2. List potential sources for continued support

Application Procedure



- ❖ Only one application per organization
- ❖ Submit the completed application packet with an original signature
- ❖ 8 copies of the application (*Do Not Staple*)

Required Attachments

One Copy ONLY

- ✓ Applicant organization's 501(c)(3) letter from the Internal Revenue Service
- ✓ Annual operating budgets
- ✓ Most recent audit or financial statements
- ✓ List of board & key staff members or volunteers
- ✓ Brochures or supplementary material

Fiscal Sponsor:

- ✓ Must submit letter indicating its agreement to accept, monitor, and account for grant funds

Important Facts

- ✓ Grants range from \$500 to \$2,000.
- ✓ **Deadline:** Postmarked by
Friday, January 22, 2010
- ✓ Supports projects between
March 1, 2010 - March 1, 2011.
- ✓ Awards will be announced in
mid-February 2010.



Questions?

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