



*"An affiliate of the East Tennessee Foundation"*

## REQUEST FOR PROPOSALS

# Kingsport Community Foundation

### **Creation of a Fund**

**Kingsport Community Foundation** is a philanthropic organization governed by a local board of directors. Our mission is to help donors maximize their contributions to the community by awarding grants that enrich lives and strengthen the greater Kingsport community forever.

### **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**

Kingsport Community Foundation and East Tennessee Foundation are equal opportunity providers of services and employment. Further, Kingsport Community Foundation and ETF respect, celebrate and encourage diversity that positively contributes to the community. Kingsport Community Foundation 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, Kingsport Community Foundation and ETF support organizations and agencies that adhere to these principles and policies.

## Guidelines

### Eligibility

Grants will be made to established organizations located within the Greater Kingsport Community in Sullivan County that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code. Grants will be considered for 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 Greater Kingsport Community in Sullivan County for programs that are operated within or provide direct benefit to residents.
- 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.
- Applicant organizations must have Greater Kingsport Community 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 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, 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 February 1, 2009.
- While grantees are eligible to apply for continued support, all applicants will be reviewed on their merits, and multi-year funding is not guaranteed.

### Areas of Focus

The Kingsport Community Foundation will initially support programs and/or projects which encompass **one** of the following focus areas. Favorable consideration will be given to projects or programs promoting inclusiveness of diverse populations and those which extend participation opportunities to underserved constituents:

1. **Arts/Culture**
2. **Education/Literacy**
3. **Health/ Wellness**
4. **Community Development/Improvement**

Successful applicants will demonstrate an ability to maximize resources and leverage additional in-kind contributions and/or matching funds. Grants are intended to be used to create new partnerships, or expand existing partnerships through programs that implement an interdisciplinary approach.

### Applicant organizations and proposals will be evaluated on the following criteria:

- A collaboration or partnership which utilizes an interdisciplinary approach to program or project implementation.
- A plan or approach to include underserved constituents.
- A plan or approach for promoting inclusiveness of diverse populations.
- A history of sound management practices (i.e. fiscal management, organizational leadership, and program assessment).

- A commitment to involving community members in program development and the ability to maximize community resources.
- A history and/or willingness to work with other area agencies and organizations.
- An engaged and committed board of directors.
- A well-developed plan to use grant funds as proposed for a specific project.
- An ability to create an effective and realistic method of assessing program outcomes and lessons learned.

### **Awards**

Grants will generally **range from \$500 to \$2,000** and are intended to **support programs or projects occurring between February 1, 2009 and February 1, 2010.**

### **Award Notification**

Awards will be announced by **mid-January 2009.**

## **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 the 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 being addressed;
  - Project description which includes the following information:
    - Project's service area
    - Estimated number of people and the population(s) 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.
  - Description or identification of new or existing partners which includes the role of each organization; and
  - Description of a plan to promote Kingsport Community 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 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 other sources of funding to which the application has been submitted along with a list of potential sources 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 annual operating budget;
  - The organization’s most recent audit or financial statements;
  - A list of the 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 (the application consists of the cover letter, narrative proposal, and budget information) along with **twelve (12) copies** and **one (1) set** of the required attachments to:

Kingsport Community Foundation  
c/o East Tennessee Foundation  
625 Market Street, Suite 1400  
Knoxville, TN 37902

**Completed applications and attachments must be submitted to  
Kingsport Community Foundation c/o East Tennessee Foundation  
and postmarked on or before Monday, September 22, 2008**

**7. 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.

**Questions should be directed to:** Ms. Terry L. Holley, Senior Vice President for Programs and Regional Development, East Tennessee Foundation at (865) 524-1223 or *toll-free* 877-524-1223 or by e-mail: tholley@etf.org.