



An
Affiliate
Fund
of



“Thoughtful giving for stronger communities, better lives.”

625 Market Street, Suite 1400 ~ Knoxville, TN ~ 37902 ~ (877) 524-1223 ~ FAX (865) 637-6039 ~ www.easttennesseefoundation.org

REQUEST FOR PROPOSALS ELIZABETHTON/CARTER COUNTY COMMUNITY FOUNDATION

Creation of a Fund

The Elizabethton/Carter County Community Foundation was created through a gift from a local anonymous donor who cares deeply about Elizabethton and Carter County. The donor’s love for the community, the preservation of its history, its culture and landscape, is reflected through the establishment of this permanent fund to create opportunities for others to give and join in supporting the well-being of Carter County and its citizens.

The Elizabethton/Carter County Community Foundation is a philanthropic organization governed by a local board of directors. The Foundation supports programs and projects that build community goodwill, seek to solve community challenges and produce results for the benefit of communities located in Carter County.

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

Guidelines

Eligibility

Grants from the Elizabethton/Carter County Community Foundation 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 found on page 1 of this document.
- Applicant organizations must have a local presence in Carter County and be directly serving people who live in Carter County.
- Applicant organizations must have Carter 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 in general will be precluded from the Fund's grant program:
 - Grants to individuals or scholarships;
 - Salary or administrative support which exceeds 10% of the funding requested;
 - 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 advances a religious purpose; and
 - Travel outside East Tennessee, unless the purpose of the proposed travel is essential for effective implementation of the proposed project.

Areas of Focus

Successful applicants will propose innovative projects or programs from any of the following areas that:

- Make a significant contribution to the health and welfare of Carter County and utilize its unique assets;
- Directly benefit Carter County residents;
- Provide educational and cultural opportunities;
- Support community or economic development, historic preservation, and/or environmental enhancement;
- Build the capacity of the applicant 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;
- Creatively utilize community resources;
- Meet the needs of the community and its constituents, so that both current and future residents of Carter County may benefit.

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.

Community development, historic preservation, cultural preservation, environmental education:

- 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;
- Aid in the restoration of a historic landmark or property.

Organizational development to build the skills of local nonprofits:

- Hold a strategic planning retreat;
- Develop fundraising plans and activities which increase volunteerism.

Awards

Grants will generally range from **\$500 to \$2,000** and are intended to support programs or projects occurring between **March 1, 2010 and March 1, 2011**.

Award Notification

Awards will be announced in February 2010.

Technical Assistance Workshop

Applicants are encouraged to attend a free Technical Assistance Workshop on **Thursday, November 12, 2009**, at the Elizabethton Public Library, 201 N. Sycamore Street, from 2:00 – 3:30 p.m. *Workshop attendance is not a requirement for funding.*

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. **An authorized official of the organization must sign the cover letter.**
2. **A One-to-Two Page Narrative Proposal** – which includes the following:
 - Organizational description, including its history, purpose and mission statement;
 - 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.
 - Identification of new or existing partners or collaborations, describing the role of each organization, if applicable;
 - Description of the impact on your project if funding is *denied*; and
 - Description of a plan to promote the Elizabethton/Carter County Community Foundation to raise public awareness in written, printed and promotional materials.
- 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 of funding 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 and previous year’s annual operating budgets;
 - The organization’s most recent audit or financial statements;
 - The organization’s list of board members and key staff members or volunteers;
 - Brochures or supplementary materials which briefly describe the applicant organization and/or the proposed project;
 - If your organization is located *outside* Carter County, please list and include contact information for all board members, staff, and/or volunteers who reside or work in Carter County; and
 - If your organization is proposing a project which is a partnership (each member has equal status) or collaboration (cooperative effort) with other organizations (nonprofit or otherwise), please include a one-page letter of support from each of the organizations involved.

***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
Friday, January 22, 2010.**

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.

Thank you for your interest in the Elizabethton/Carter County Community Foundation.