



*“Thoughtful giving for stronger communities, better lives.”*

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

## ***REQUEST FOR PROPOSALS***

### **HARRIS FUND FOR WASHINGTON COUNTY**

#### **An Affiliate Fund of East Tennessee Foundation**

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

The Harris Fund for Washington County was endowed by Ms. Eva Stanley Harris, a Washington County native, in memory of the Harris Family of Johnson City, to honor their spirit of philanthropy and legacy of community service. The Fund’s aim is to provide support for innovative programs that will benefit Washington County and its people. The Fund encourages creative use of area resources and promotes the improvement of the quality of life of Washington County residents.

#### **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 Harris Fund for Washington County (Harris Fund) and East Tennessee Foundation are equal opportunity providers of services and employment. Further, the Harris Fund and ETF respect, celebrate and encourage diversity that positively contributes to the community. The Harris Fund 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 Harris Fund and ETF support organizations that adhere to these principles and policies.

## **Application Deadline**

Completed applications and attachments must be submitted to East Tennessee Foundation and postmarked on or before **Monday, June 7, 2010**.

## **Awards & Notification**

Grants will generally range from **\$500 to \$5,000** and are intended to support programs or projects occurring between **October 1, 2010 – October 1, 2011**. Awards will be announced in **September 2010**.

## **Guidelines**

### **Eligibility**

Grants from the Harris Fund for Washington County will be made to established organizations in Washington 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 Washington 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.
- While grantees are eligible to apply for continued support, multi-year funding is not guaranteed.
- 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 or scholarships;
  - Salary or administrative support which exceeds 30% 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 or furniture, or building renovations);
  - Projects that have implicit religious content, express a particular religious view or advance a religious purpose; and
  - Travel outside East Tennessee, unless the purposed of the proposed travel is essential for effective implementation of the proposed project.

### **Areas of Focus**

Successful applicants will propose innovative projects or programs that:

- Promise a significant contribution to the welfare of Washington County and utilize its unique assets;
- Benefit women or children;
- Provide for cultural activities and/or education;
- Support community or economic development, historic preservation, and/or environmental enhancement.

### **Criteria for Funding**

When applicable, favorable consideration will be given to projects and programs that:

- Propose innovative or creative designs that will foster significant results from a moderate grant;
- Develop well-planned approaches to addressing public or community opportunities, problems or issues;
- Creatively utilize community resources;
- Develop solid bases of support, committed leadership, and personnel with training or skills to carry out the work; and
- Meet the needs of the community and its constituents, so that both the current and future residents of Washington County may benefit.

### Examples of possible projects:

- Develop an environmental education program for students at Johnson City schools.
- Enhance the self-esteem of young girls with a healthy lifestyles and running program.
- Restore or develop a tour of historically significant landmarks in Washington County.
- Provide art instruction and enrichment programs for children.
- Organize a visitation or home repair program for homebound seniors.

## 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. Organizational Statement (*limit length to less than one page*)**
  - Brief organizational description, including its history, purpose and mission statement.

- 3. Narrative Proposal (*limit length to two pages*)**

*Please include answers to the following questions in your detailed project description:*

- What is the rationale for the project or program?
- What are the goals and objectives of the program/project?
- How does the proposed project relate to the core mission of your organization?
- What area(s) of focus is (are) being addressed?
- What is the project's service area?
- What are the estimated number of people and population(s) served?
- Is the project new to your organization or the continuation/expansion of an existing project?
- If you are requesting funding to support an existing project, what are your accomplishments and results to date? How will this proposed project be different?
- Has this or a similar project previously received funding from the Harris Fund for Washington County? (If the answer is "yes," please justify why your organization is requesting continuing funding.)
- What are the expected benefits to the area or community?
- How will project outcomes be measured or evaluated? How will you know if the project has been successful?
- If your project involves new or existing partners or collaborations, what are the roles of each organization?
- What are your plans to promote the Harris Fund for Washington County (to raise public awareness of East Tennessee Foundation and its potential)?

- 4. 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 the specific use of grant funds; and
  - The organization’s plan for supporting the proposed project during the next several years, if the project will be continuing beyond the one-year grant cycle.
- 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* Washington County, please list and include contact information for all board members, staff, and/or volunteers who reside or work in Washington 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.
- 6. Application Submission and Deadline** --- Please submit the original application along with **twelve (12) copies** and **one (1) set** of the required attachments and direct 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](mailto:tholley@etf.org)

**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.

## Characteristics of a Great Proposal

### *Priority is given to projects which are:*

- ✓ Well thought-out with a good project description and a project budget/narrative that make sense in light of the project;
- ✓ Backed by statistical data, both in terms of needs/opportunities as well as in measurable outcomes at the project's conclusion;
- ✓ Explained with genuine passion for the project and its potential impact on the constituents served;
- ✓ Innovative and creative in the utilization of community resources; and
- ✓ Described clearly, are well-organized, and are as specific as possible.

### **Common Mistakes**

- Submission of application packets which are incomplete or late (submitted after the deadline);
- Conceptual project narratives that lack specific information about “who, what, when, where, and why” of the project;
- Failure to contact East Tennessee Foundation with your questions about application requirements or the “fit” of your proposed project to grant guidelines, *before* the application deadline;
- Submission of proposals which request funding support for ineligible uses of grant funds (e.g. capital improvements, scholarships).

### **Application Process and Contents Checklist**

The original plus twelve (12) copies of the application, which consists of:

- \_\_\_ Cover Letter with original signature
- \_\_\_ Organizational Statement
- \_\_\_ Narrative Proposal
- \_\_\_ Project Budget and Project Budget Narrative

One (1) copy of each of the following attachments:

- \_\_\_ Organization's 501(c)(3) OR, if necessary, the fiscal sponsor's 501(c)(3) and letter of agreement;
  - \_\_\_ Annual operating budgets;
  - \_\_\_ Audit or financial statement;
  - \_\_\_ List of board members and staff;
  - \_\_\_ Letter of support from each partner or collaborating organization, if applicable;
  - \_\_\_ Brochures or supplementary materials which describe the applicant organization and/or the proposed project;
  - \_\_\_ A list and contact information for board members, staff, etc. who reside in Washington County (*IF your organization is located outside Washington County*); and
  - \_\_\_ Letters of support (*if applicable*).
- \_\_\_ Submission to East Tennessee Foundation, postmarked on or before **Monday, June 7, 2010**.

***Please note: Submitted materials will become the property of East Tennessee Foundation.***

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 Harris Fund for Washington County.**