



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

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## ***REQUEST FOR PROPOSALS***

### **MARGARET M. AND HARLEY H. WACHS YOUTH LEADERSHIP FUND**

#### **A Fund of East Tennessee Foundation**

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

The Margaret M. and Harley H. Wachs Youth Leadership Fund was established in 2001 by their son, Peter, and daughter-in-law, Joy Wachs, in memory of Peter’s mother and father. The Fund was created for the benefit of young people in Johnson County to provide travel and leadership opportunities that will enhance their knowledge and expand their abilities to become active, visionary leaders of Johnson County communities.

#### **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**

East Tennessee Foundation is an equal opportunity provider of services and employment. Further, 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**

### **Eligibility**

Grants from the Margaret M. and Harley H. Wachs Youth Leadership Fund will be made to established organizations in Johnson 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 Johnson County for programs that are operated within or provide direct benefit to youth of the county;
- Applicant organizations must primarily function to serve middle and high school-aged 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 requests will normally be precluded from the Fund's grant program:
  - Grants to individuals or scholarships;
  - Salaries or administrative support which exceeds 15% 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 advance a religious purpose.

### **Areas of Focus**

Successful applicants must engage Johnson County middle and/or high school youth in one of the following areas:

- Involvement in community service projects
- Participation in leadership roles
- Travel for leadership development opportunities

### **Criteria for Funding**

Favorable consideration will be given to projects and programs that:

- Propose innovative or creative projects that will foster significant results from a moderate grant;
- Promote inclusiveness of diverse populations;
- Create opportunities to engage youth through leadership skills development with community organizations, school groups and other youth-serving establishments; and
- Meet the needs of the community and its constituents, so that both current and future youth of Johnson County may benefit.

### **Examples of Possible Projects**

- Develop a mentoring program which pairs middle and high school youth with leaders in the community;
- Provide opportunities for area youth to attend youth leadership activities;
- Organize a youth task force whose members will identify community issues and volunteer their time to help solve and resolve problems;
- Invite community leaders to teach students about leadership and community service opportunities in their neighborhoods.

## **Awards**

Grants will generally range from **\$300 to \$600** and are intended to support programs or projects occurring between **May 1, 2010 – May 1, 2011**.

## **Award Notification**

Awards will be announced in *April 2010*.

## **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. 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 identification of the focus area(s) being addressed;
  - A project description which includes the following information:
    - Project's service area,
    - Estimated number and population of youth served,
    - Expected benefits to participating youth,
    - 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;
  - Identification of new or existing partners or collaborations which includes the role of each organization, if applicable;
  - Description of the impact on your project if funding is *denied*; and
  - Plan to promote the Margaret M. and Harley H. Wachs Youth Leadership Fund 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 plans to elicit additional funding from 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 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 and previous year's annual operating budget;
  - The organization's most recent audit or financial statements;
  - The organization's list of board members and key staff members;
  - Any brochures or supplementary materials which briefly describe the applicant organization and/or the proposed project;
  - If your organization is located *outside* Johnson County, please list and include contact information for all board members, staff, and/or volunteers who reside or work in Johnson 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 **ten (10) 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

**Completed applications and attachments must be submitted to  
East Tennessee Foundation and postmarked on or before  
Friday, February 5, 2010.**

**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.

**Thank you for your interest in the Margaret M. and Harley H. Wachs Youth Leadership Fund.**