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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.

PLEASE ANSWER THIS IMPORTANT QUESTION: *Has your nonprofit filed its 990 Form?*

The **Internal Revenue Service** has announced **new mandatory reporting** requirements. ETF will review compliance for all up-coming grant applicants. **You must be in compliance to be eligible to apply for grants!** Please refer to ETF’s website (www.easttennesseefoundation.org) and page 6 of this RFP for more information.

Application Deadline

Completed applications and attachments must be submitted to East Tennessee Foundation and postmarked on or before **Monday, March 14, 2011**.

Awards & Notification

Grants will generally range from **\$500 to \$2,000** and are intended to support programs or projects occurring between **June 1, 2011 and June 1, 2012**. Awards will be announced in May 2011.

Technical Assistance Workshop

A Technical Assistance Workshop, training in partnership with the Elizabethton/Carter County Community Service Committee, will be offered on **Wednesday, February 9th** to help applicants understand the grant guidelines and application process. The workshop will begin at **9:00 a.m.** at the **Elizabethton/Carter County Chamber of Commerce**, 500 Veterans Memorial Parkway. *Workshop attendance is not a requirement for funding. However, we strongly recommend that a representative from your organization attend the workshop, since information gained at the workshop will help your organization succeed in submitting a successful proposal.*

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.

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. 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 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 Elizabethton/Carter County Community Foundation?
- 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 Elizabethton/Carter County Community Foundation (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;
- The *cover page* of your most recently filed version of Form 990;
- Brochures or supplementary materials which briefly describe the applicant organization and/or the proposed project;
- If your organization is located *outside* Elizabethton/Carter County, please list and include contact information for all board members, staff, and/or volunteers who reside or work in Elizabethton/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.

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.

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.

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; and
- 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 eight (8) copies of the application, which consists of:

- ___ Cover Letter with original signature;
- ___ Organizational Statement;
- ___ Narrative Proposal; and
- ___ 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;
- ___ *Cover page* of your most recently filed version of Form 990;
- ___ 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 Carter County (*IF your organization is located outside Carter County*); and
- ___ Letters of support (*if applicable*).
- ___ Submission to East Tennessee Foundation, postmarked on or before **Monday, March 14, 2011**.

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 Elizabethton/Carter County Community Foundation.

Important Question for ALL Nonprofits

Has your organization filed a version of Form 990 (Form 990, Form 990-EZ or Form 990-N)?

___ Yes ___ No

Your organization may have lost its tax-exempt status due to its failure to file a version of Form 990!

The Pension Protection Act of 2006 includes a provision requiring organizations that are excused from filing Form 990 or Form 990-EZ (because their gross receipts are below \$25,000) to file an electronic e-postcard (Form 990-N) notifying the IRS that they still exist. **If your organization fails to file a version of Form 990 for three consecutive years, its tax-exempt status will be revoked.** Please visit the IRS website www.irs.gov for more information.