



“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

REQUEST FOR PROPOSALS

THE JOHN D. GRUBB AND LOUISE G. SUMNER FUND FOR MONROE COUNTY

An Affiliate Fund of East Tennessee Foundation

Creation of a Fund

The John D. Grubb and Louise G. Sumner Fund for Monroe County was established through a generous gift by Monroe County natives, John and his sister, Louise. Louise and John’s desire to help secure advanced educational opportunities for students and leave a philanthropic legacy dedicated to improving the lives of residents of Monroe County became a reality in 1998 with the establishment of a permanent charitable endowment for Monroe County. The Fund was created to benefit the economic, social, cultural and educational well-being of Monroe County residents and their communities. Grants from the Fund are intended to encourage creative use of area resources and contribute to the quality of life of Monroe 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 John D. Grubb and Louise G. Sumner Fund for Monroe County (Fund for Monroe County) and East Tennessee Foundation are equal opportunity providers of services and employment. Further, the Fund for Monroe County and ETF respect, celebrate and encourage diversity that positively contributes to the community. The Fund for Monroe County 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 Fund for Monroe County 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 **Friday, September 2, 2011**.

Awards & Notification

Grants will generally range from **\$500 to \$4,000** and are intended to support programs or projects occurring between **December 1, 2011 and December 1, 2012**. Awards will be announced **by late November 2011**.

Guidelines

Eligibility

Grants from the John D. Grubb and Louise G. Sumner Fund for Monroe County 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 Monroe County and be directly serving people who live and work in Monroe County.
- Applicant organizations must have Monroe County citizen involvement in the organization as volunteers, members or board members.
- 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 grants 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, 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 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 that:

- Make a significant contribution to the health and welfare of Monroe County and utilize its unique assets;
- Directly benefit families, women and/or children;
- Provide educational and cultural opportunities;
- Support community or economic development, historic preservation, and/or environmental enhancement;
- Build the capacity of the organization and its leadership to more effectively carry out its mission.

Criteria for Funding

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

- 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;
- Creatively utilize community resources;
- Influence community-building efforts and activities beyond the immediate project;
- Increase volunteerism and partnerships;
- Meet the needs of the community and its constituents, so that both current and future residents of Monroe 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.

Organizational development to build the skills of local nonprofits to:

- Hold a strategic planning retreat;
- Broaden the financial support and stability of your organization by developing plans to diversify and expand your current sources of funding.

Community development activities:

- 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.

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 Fund for Monroe 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 John D. Grubb and Louise G. Sumner Fund for Monroe 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.
- 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* Monroe County, please list and include contact information for all board members, staff, and/or volunteers who reside or work in Monroe 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;
- 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 (Form 990, Form 990-EZ or Form 990-N);

- ___ 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 Monroe County (*IF your organization is located outside Monroe County*); and
- ___ Letters of support (*if applicable*).

- ___ Submission to East Tennessee Foundation, postmarked on or before **Friday, September 2, 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
John D. Grubb and Louise G. Sumner Fund for Monroe County.**