

East Tennessee FOUNDATION

“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.

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 the back page (page 5) of this RFP for more information.

Submission of Applications

Completed applications and attachments may be submitted to East Tennessee Foundation *year-round*.

Awards

Grant support is on-going. Funding will generally range from **\$300 to \$600**.

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 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.

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 community leaders.
- 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 problems;
- Invite community leaders to teach students about leadership and community service opportunities in their neighborhoods.

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 Wachs Youth Leadership Fund? (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 Margaret M. and Harley H. Wachs Youth Leadership Fund (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 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;
- The *cover page* of your most recently filed version of Form 990;
- 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.

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

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 year will be accepted.
- *Applications will be accepted year-round. There is no application deadline.*

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

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 Margaret M. and Harley H. Wachs Youth Leadership Fund.

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.