



“An affiliate of the East Tennessee Foundation”

“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 (RFP)

Kingsport Community Foundation

Creation of a Fund

Kingsport Community Foundation is a philanthropic organization governed by a local board of directors. Our mission is to help donors maximize their contributions to the community by awarding grants that enrich lives and strengthen the Greater Kingsport Community forever.

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

Kingsport Community Foundation and East Tennessee Foundation are equal opportunity providers of services and employment. Further, Kingsport Community Foundation and ETF respect, celebrate and encourage diversity that positively contributes to the community. Kingsport 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, Kingsport Community Foundation and ETF support organizations and agencies that adhere to these principles and policies.

Application Deadline

Completed applications and attachments must be submitted to Kingsport Community Foundation c/o East Tennessee Foundation and postmarked on or before **Friday, October 21, 2011**.

Awards & Notification

Grants will generally **range from \$500 to \$5,000** and are intended to **support programs or projects occurring between February 1, 2012 and February 1, 2013**. Awards will be announced by **mid-January 2012**.

Technical Assistance Workshop

*All applicants are required to attend a free Technical Assistance Workshop on **Friday, September 23**, in the **Eastman Foundation Room at the United Way of Greater Kingsport** (301 Louis Street, Suite 201), from **1:00 – 3:00 p.m.***

Guidelines

Eligibility

Grants will be made to established organizations located within the Greater Kingsport Community in Sullivan County that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code. Grants will be considered for 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 the Greater Kingsport Community in Sullivan County for programs that are operated within or provide direct benefit to residents.
- 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.
- Applicant organizations must have Greater Kingsport Community 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 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; and
 - Travel outside East Tennessee, unless the purpose of the proposed travel is essential for effective implementation of the proposed project.

Areas of Focus

The Kingsport Community Foundation will support programs and/or projects which encompass one of the following focus areas. Favorable consideration will be given to projects or programs promoting inclusiveness of diverse populations and those which extend participation opportunities to underserved constituents:

- 1. Arts/Culture**
- 2. Education/Literacy**
- 3. Health/ Wellness**
- 4. Community Development/Improvement**

Successful applicants will demonstrate an ability to maximize resources and leverage additional in-kind contributions and/or matching funds. Grants are intended to be used to create new partnerships, or expand existing partnerships through programs that implement an interdisciplinary approach.

Applicant organizations and proposals will be evaluated on the following criteria:

- A collaboration or partnership which utilizes an interdisciplinary approach to program or project implementation.
- A plan or approach to include underserved constituents.
- A plan or approach for promoting inclusiveness of diverse populations.
- A commitment to meet the needs of the community and its constituents, so that both current and future residents of the Greater Kingsport Area may benefit.
- A history of sound management practices (i.e. fiscal management, organizational leadership, and program assessment).
- A commitment to involving community members in program development and the ability to maximize community resources.
- Creative utilization of community resources.
- A history and/or willingness to work with other area agencies and organizations.
- An engaged and committed board of directors.
- A well-developed plan to use grant funds as proposed for a specific project.

An ability to create an effective and realistic method of assessing program outcomes and lessons learned.

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 the 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 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 Kingsport Community Foundation? (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 Kingsport 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* from 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* the Greater Kingsport Area, please list and include contact information for all board members, staff, and/or volunteers who reside or work in the Greater Kingsport Area; 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 (the application consists of the cover letter, narrative proposal, and budget information) along with **twelve (12) copies** and **one (1) set** of the required attachments to:

Kingsport Community Foundation
 c/o East Tennessee Foundation
 625 Market Street, Suite 1400
 Knoxville, TN 37902

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.

Questions should be directed to: Ms. Terry L. Holley, Senior Vice President for Programs and Regional Development, East Tennessee Foundation at (865) 524-1223, *toll-free* 877-524-1223, or by e-mail: tholley@etf.org.

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* from 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 the Greater Kingsport Area (*IF your organization is located outside the Greater Kingsport Area*); and
 - ___ Letters of support (*if applicable*).
- ___ Submission to East Tennessee Foundation, postmarked on or before **Friday, October 21, 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 Kingsport Community Foundation.