

**EAST TENNESSEE FOUNDATION'S
AFFORDABLE HOUSING TRUST FUND
Proposal – Other Projects/Programs**

I. PROPOSAL SUMMARY

_____ Date of Application

Applicant: _____

Address: _____

City: _____ State: Tennessee Zip: _____

Staff contact person: _____ Phone number: _____

Board contact person: _____ Phone number: _____

EIN: _____ Type of applicant:
___ Private, for-profit corporation
___ Nonprofit corporation
___ Partnership - Type
___ Governmental entity
___ Other: _____

Project name: _____

Project location: _____

Type of Project: _____

Number of households/individuals assisted with this award: _____

Average cost per client served: _____

Total project/program budget: \$ _____

Amount of funding requested: \$ _____ in the form of (*circle one*) grant/loan/line of credit/forgivable loan

II. BACKGROUND INFORMATION

- A. Has this application been approved by the appropriate corporate officers, board of directors, or partners? ___ Yes ___ No

Attach to the application:

- documentation of this approval
- a list of the organization's board of directors
- a list of the organization's staff

- B. Please describe the applicant's previous experience with the proposed program/project. If the application is for a new program/project, please describe the relevant experience that prepares the applicant to successfully carry out the proposed project.

- C. Please list the names and titles of all key staff for this project/program. Summarize their relevant experience below and attach copies of resumes to the application. If a key position is currently vacant or is a new position, attach a copy of the position description.

III. PROJECT DESCRIPTION

A. Provide a concise narrative description of your proposed project/program.

B. If this proposal is fully funded, how many individuals or households will this project/program serve? What services will the clients receive? What is the average cost per client? How did you determine the cost per client?

IV. PROJECT FINANCING

- A. Please attach the program budget, itemizing all sources of funding (including in-kind contributions) and all program-related expenses. Include direct service expenses and program-related administrative costs. For each proposed source of funds, indicate the status below (e.g. funding already on hand, funding applied for, application approved, etc.)
- B. Indicate the amount of funding requested from the Affordable Housing Trust Fund, and provide below a line item budget showing how these funds will be used.
- C. Provide evidence of applicant's financial capability, including:
Provide evidence of applicant's financial capability, including:
- Current and prior year agency operating budgets.
 - Organization's most recent financial statements, preferably audited. For-profit developers should also submit a Personal Financial Statement Form for each principal in the company.
 - Organization's most recent federal tax return.

VI. NEIGHBORHOOD AND COMMUNITY INVOLVEMENT

- A. Provide evidence of neighborhood or community involvement in planning your project.

- B. Provide evidence of community support for your project.

VII. PROJECT TIMELINE

Awards from the Affordable Housing Trust Fund are typically for a 12-month term, unless a different term is requested in the application and approved by East Tennessee Foundation.

Provide the desired term for this award, and describe the project timeline for this project/program.

VIII. CONFLICTS OF INTEREST

Disclose any apparent or real conflict of interest related to this project about which a member of applicant's or related entity's staff or board has knowledge.

IX. ATTACHMENTS

Please attach all of the following documents:

- IRS determination letter
- Current listing of officers and board of directors
- Current listing of key program/administrative staff
- Documentation that this application has been approved by the appropriate officers, board of directors, etc.
- Resumes of key staff and/or position descriptions
- Program/project budget
- Current and prior year agency operating budget
- Most recent audited financial statements
- Most recent tax return
- Any additional material which will help explain your organization or your proposal