

Mount Rest Fund Grants Program Overview

Background

In 1894, Mount Rest Home was started by a group of forward-thinking women at their own expense, as a residence for elderly ladies in Knoxville who had very little funds or family to care for them. The devoted women of the board of Mount Rest Home cooked and sold lunches at Thanksgiving to raise funds to support the home, and they tended to every need of the house and the ladies who lived there. Although the lovely home eventually closed, many of the daughters and granddaughters of the original board members have continued to provide for the welfare of women and children in Knox County. They established the Mount Rest Foundation in 1994 and then the Mount Rest Fund of East Tennessee Foundation (ETF) in 2004 to continue and secure their families' legacy of caring for Knox County's women and children. Since 2005, \$784,890 has been awarded for programs helping women and children in Knox County.

Application Process and Timeline

The application process is divided into two phases: 1) Letter of Intent and 2) an invited full proposal.

Phase I: Letter of Intent

Deadline: **November 15, 2011** (*postmark date*)

The first step in applying for East Tennessee Foundation's Mount Rest Fund is to submit a Letter of Intent (LOI). The LOI is a two-page request which consists of a cover sheet and a one-page project description.

Phase II: Full Proposal (*by invitation only*)

Deadline: *Postmark deadline to be determined*

Every organization that submits an LOI will be notified by letter of their status. Those organizations that *have* been invited to continue the application process may submit a full proposal, which consists of a detailed narrative and project budget.

Grant Awards and Notifications

- Agencies will be notified by spring 2012 that they are invited to submit full proposals.
- Grants will generally range from **\$5,000 - \$25,000**.
- The two-year grant cycle is *tentatively* scheduled to begin on **October 1, 2012**.

Additional Instructions

- Late or incomplete LOI will not be accepted.
- LOI submitted by fax or email will not be accepted.
- Only one (1) LOI per organization will be accepted, unless your organization is one of a group of organizations that are partnering on a project.

Eligible Organizations

- Serve women and/or children in Knoxville or Knox County;
- Tax-exempt under Section 501(c)(3) of the Internal Revenue Service (IRS) for a minimum of two (2) years prior to the deadline for submitting LOI or tax-exempt as a unit of government; and
- Do not discriminate on the basis of race, age, gender, economic circumstances or other characteristics as identified in ETF's Non-Discrimination Policy Statement.

Eligible Activities

Programs that address one of the following issues:

- Health and well-being
- Education
- Training for employment

The following types of requests will NOT be funded:

- Grants to schools and churches;
- Salary or administrative support which exceeds 50% of the funding requested;
- Projects that have implicit religious content, express a particular religious view or advance a religious purpose;
- Dept retirement or budget deficits;
- Endowment funds or general fundraising campaigns;
- General operating expenses;
- Capital improvements; and
- Grants to individuals.

Criteria for Evaluation

- Quality of proposal;
- Capacity of organization to manage the project;
- Number of women and/or youth who will benefit;
- Long-term solution(s) for issues being addressed;
- Creative use of community resources and community partnerships;
- Projects that will produce long-term and/or significant results;
- Projects that intervene in situations where health, education or employment training is inadequate; and
- Projects that promote positive behavioral changes.
- *For previous ETF grantees:* Positive record of project outcomes and compliance with reporting requirements.
- **Please note:** Continues support for projects that have received multi-year Mount Rest Fund support is unlikely.

How to Submit Letters of Intent:

All Letters of Intent are due by **November 15, 2011** (postmark date). Please mail your original LOI and direct your questions to:

Jan Elston
Senior Program Officer
East Tennessee Foundation
625 Market Street, Suite 1400
Knoxville, TN 37902

Telephone: (865)524-1223 or *toll-free* at (877)524-1223 or by email at jelston@etf.org

An electronic copy of the LOI form and directions can be downloaded from East Tennessee Foundation's website, at www.easttennesseefoundation.org under the Grants → Competitive Grants → Mount Rest Fund Grants Program section. Please contact Jan Elston if you would like to receive a copy of the LOI form by email or by mail.