

# Youth Endowment Grants Program Overview 2011

## Background

East Tennessee Foundation's (ETF) Youth Endowment was created in 1987 to serve as a perpetual source of funds to address challenges affecting young people in East Tennessee. The fund's primary goal is to support the development of creative solutions which address behavioral, environmental, health and others factors that place children and youth at risk in our region. Since its inception, the Youth Endowment has awarded \$2.5 million to fund innovative programs for our region's at-risk youth.

## 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 Youth Endowment is to submit a Letter of Intent (LOI). The LOI is a two-page request which consists of a cover sheet a one-page project description.

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

**Deadline:** *Postmark date 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 in early 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 **July 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

- Primarily function to serve children and youth;
- Tax-exempt status under Section 501(c)(3) of the Internal Revenue Service (IRS) for a minimum of three (3) years prior to the deadline for submitting LOI or other exempt entities such as schools or units of government;
- Located within ETF's 25-county service area; 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 and prevent or reduce one or more of the following behavioral or life skill issues:

- Interpersonal or school violence/bullying
- Anti-social behavior
- School drop-out
- Alcohol or drug addiction
- Sexual and emotional abuse
- Teen pregnancy & STDs
- Eating disorders and childhood obesity
- Barriers to gainful employment

The following types of requests will NOT be funded:

- 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;
- Debt 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 at-risk youth who will benefit;
- Applicant county and counties served by the proposal (geographic distribution);
- Long-term solution(s) for issues being addressed;
- Creative use of community resources and community partnerships; and
- Projects that will produce significant results.
- *For previous ETF grantees:* Positive record of project outcomes and compliance with reporting requirements.
- **Please note:** Continued support for projects that have received multi-year Youth Endowment funding 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](mailto: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](http://www.easttennesseefoundation.org) under the Grants → Competitive Grants → Youth Endowment Grants Program. Please contact Jan Elston if you would like to receive a copy of the LOI form by email or by mail.