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NEIGHBORHOODS SMALL GRANTS PROGRAM

Creation of a Fund

East Tennessee Foundation's Neighborhoods Small Grants Program, with funding from Knoxville Mayor Bill Haslam and Knoxville City Council, is designed to strengthen low- to moderate-income neighborhoods in Knoxville by supporting a wide range of community-based initiatives through grants and technical assistance. The primary focus of the program is to:

- Increase the base of resident participation and leadership in developing solutions to neighborhood issues and problems;
- Increase the capacity of neighborhood organizations to plan and implement neighborhood improvement strategies;
- Build social capital by increasing the linkages between neighborhoods, neighborhood organizations and other community institutions capable of providing support; and
- Increase the financial base, identify new resources, and maximize the use of existing community assets available to neighborhoods.

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. ETF 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.

Guidelines

Who May Apply

Organizations eligible for funding must be community-based neighborhood organizations or crime watch groups led by residents who develop and implement their own solutions to neighborhood issues and problems. Eligible applicant organizations will:

- Represent low- to moderate-income neighborhoods.
 - We will help you determine if your neighborhood qualifies as a low- to moderate-income neighborhood. To do this you may:
 1. Review the enclosed flyer, “Definition of Low and Moderate Income Neighborhoods;”
 2. Contact David Massey, Neighborhood Coordinator with the City of Knoxville, at (865)215-3232 or by e-mail at dmassey@cityofknoxville.org; or
 3. Find out at the Pre-Application Workshop on February 8, 2010, as mentioned in the cover memo.
- Register with the City of Knoxville’s Office of Neighborhoods. (For details, please contact David Massey, Neighborhood Coordinator with the City of Knoxville.)
- Have operated for at least six months.
- Hold regular meetings, and maintain records and minutes.
- Be created and managed by residents within the neighborhood to reflect the concerns of residents.
- Conduct a regular process, open to all residents within the defined boundaries, to select leaders and identify issues.
- Have operated within a defined geographic boundary, and have an open membership to everyone (homeowners and renters) within that boundary. (Ideally, the membership reflects the socio-economic and racial make-up of the neighborhood.)
- Not discriminate on the basis of religion, race, age, gender, economic circumstances, or other characteristics as identified in the Foundation’s Non-Discrimination Policy Statement, on page 1 of this document.
- Operate as a nonprofit organization with tax-exempt 501(c)(3) status OR have made arrangements for a fiscal sponsor. The fiscal sponsor must be tax-exempt or must, in the judgment of ETF, have the capacity to act as fiscal sponsor for the project. ETF will assist you in identifying possible fiscal sponsors. [This requirement will be explained at the pre-application workshop, as explained in the accompanying cover letter.]
- *Please note:* Umbrella organizations or neighborhood collaboratives/partnerships which represent eligible neighborhoods, may apply for funding.

If you are not sure whether your neighborhood organization is eligible to apply for funding or have other questions, please contact Jan Elston or David Massey (contact information may be found on page 11).

Ineligible Organizations

Groups that are *not* eligible to apply include schools, city-wide organizations, healthcare facilities, individuals, religious institutions and organizations, political groups, governmental agencies and nonprofit organizations that are not resident-based.

Characteristics of Good Proposals

Proposals which will be given the highest consideration are those which:

- Will strengthen the capacity of the neighborhood to build social capital, that is, the ability of neighborhood residents to work together for common purposes.
- Have feasible projects with a realistic budget and timeline for completing the project.

- Benefit the neighborhood as a whole, i.e. address the needs of and encourage participation by *all* neighborhood residents, including neighbors with low and moderate incomes, as well as racial and ethnic minorities within the neighborhood.
- Use grant funds for expenses, such as: supplies and materials, equipment, postage and printing, consultant fees and staff support. Grant funds may be used to support travel expenses and registration fees for attendance at neighborhood-related conferences. [Information about upcoming conferences will be available at the pre-application workshop.]
- *Please note:* Only one application per organization will be accepted, unless two or more neighborhood organizations partner (*each organization has equal status*) or collaborate (*cooperative effort*) in a project led by residents of those neighborhoods. Neighborhood organizations may also partner or collaborate with other community-based nonprofits.

Project Examples

Here are some project ideas. These are only examples. Be creative in developing a project that addresses a need or opportunity in your neighborhood.

Neighborhood Improvement: Physical improvements to public areas, such as landscaping, design and development of neighborhood parks; neighborhood clean-up and beautification projects; establishment of community gardens; and design and installation of neighborhood signs. Improvements to personal property are not eligible.

Crime and Public Safety: Projects which reduce crime and increase public safety, such as establishment of a neighborhood watch program; crime prevention, fire safety and emergency preparedness programs; National Night Out activities; and citizen patrol programs.

Organizational Development: Projects which increase the effectiveness and improve operations of existing neighborhood organizations, such as establishment or continuation of a neighborhood newsletter; publication of neighborhood directories or brochures; leadership or board training; membership recruitment campaigns; meeting signs; and attendance at neighborhood conferences.

Recreational, Educational, and Cultural Activities: Projects which bring neighborhood residents together for enjoyment and self-improvement, such as neighborhood festivals or other community-wide events; after-school or summer enrichment programs for youth; and programs for senior citizens.

Awards

Grant awards will generally range from **\$500 to \$3,000**.

- Grants will be made on a one-to-one **matching basis**.
- **Gifts and in-kind contributions** (e.g. professional services, volunteer labor, donated materials, etc.) **may be used to meet the matching requirement**. The Foundation encourages the participation of other donors through cash gifts and/or in-kind contributions for all projects.

Grant Cycle Dates:

Funded projects must occur between **June 1, 2010 – June 1, 2011**.

Application Procedure

The requirements for a complete application are:

1. Attendance by at least one neighborhood resident at the **pre-application workshop**, if no one from your group attended the 2009 Pre-Application Workshop. (*Please refer to the cover Memorandum.*)

- 2. Application** – Please complete the attached six-page application form.
- 3. 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.
 - The organization’s current annual operating budget and amount of cash on-hand.
 - The organization’s most recent financial statement.
 - List of officers and board members including their addresses, telephone numbers and e-mail addresses.
 - If your organization is proposing a project which is a partnership (*each partner has equal status*) or collaboration (*cooperative effort*) with other organizations (neighborhood or otherwise), please include a one-page letter of support from each of the organizations involved.
 - Written permission of private property owners, where appropriate, or from a government entity, where public property is involved.
 - Minutes from a recent meeting of your organization, when your membership voted to seek funding for this project. (Please also include minutes which represent a “typical” neighborhood meeting.)
 - Please attach an attendance roster for the meeting(s) and any letters of resident support for the proposed project.
 - If your grant proposal requires permits and authorizations, such as a building or street use permits, or signage approval, please include your plans for obtaining them.
- 4. Application Submission and Deadline** -- Please submit the original application along with **twelve (12) copies**, and **one (1) set** of the required attachments and address your questions to:

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

**Completed applications and attachments must be submitted to
East Tennessee Foundation and postmarked on or before Monday, March 8, 2010.**

- 5. 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, unless your organization is also involved in a collaborative or partnership project with other neighborhood organizations or crime watch areas.
 - Please be sure your application packet contains all the information listed above before you send it. The absence of required information may eliminate your application from funding consideration.

Please contact Jan Elston or David Massey if you have questions or would like assistance with your application (contact information may be found on page 11).

**Neighborhoods Small Grants Program
Application Form**

Application Deadline: Monday, March 8th (postmark)

A. Organization: _____

Address: _____ **City Council District:** _____

Neighborhood Boundaries

East: _____

West: _____

North: _____

South: _____

When are neighborhood meetings held? _____

Number of members who normally attend each meeting? _____

Contact person/project coordinator's name and position: _____

Phone number: _____ **E-mail:** _____

Fiscal sponsor's name and address (if required): _____

B. Amount requested: _____ (\$3,000 maximum). Please round up to nearest \$10; must match amount requested in Project Budget, pages 9-10.

Project's approximate starting date: _____ **Ending date:** _____

C. Organization description:

Please describe your neighborhood, and your organization, its history, and its purpose.

D. The Project

1. Please describe the project or activities for which you are requesting funding and support. How was the project selected? Who will carry it out? What do you hope to achieve or accomplish by doing this project? (Please attach a sketch of the proposed design of physical projects, such as for parks, signs, and major landscaping projects.)

2. Please explain how the project will improve your neighborhood and build social capital. In other words, how will this project and neighbors working together intentionally build connections and/or networks between people in and around your neighborhood?

D. The Project (cont.)

3. Please complete the following Project Work Plan and Timeline, indicating each project or phase for which you are requesting funding, the person(s) responsible, and month(s) in which each project or activity will take place.

Project Work Plan / Timeline

Project activities or phases	Person(s) Responsible	June 2010	July 2010	Aug 2010	Sept 2010	Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011

D. The Project (cont.)

4. How will you measure your success? [For example, if your organization is creating a neighborhood newsletter, who and how many residents do you hope to involve in the process of writing articles and publishing each issue? What types of articles and information would be of interest to neighborhood residents? How will you distribute copies to residents? How many times during the grant cycle do you plan to produce a newsletter?]

5. How will the project or improvements be maintained after the grant ends?

PROJECT BUDGET

You are obligated to match the amount of the Neighborhoods Small Grants Program (NSGP) grant with other money or donations (including volunteer labor). Your total income (cash plus in-kind) must equal or exceed your total expenses.

Project Income

Cash Income

(This includes the amount of your request from NSGP, cash contributions, and other funding sources)

Source	Amount
NSGP	\$
	\$
	\$
	\$
	\$
	\$
Subtotal cash	\$

In-Kind Income

(This includes volunteer labor, goods, services and supplies that are donated)

Type and Source	Value
Volunteer labor @ \$12.00 per hour	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Subtotal in-kind	\$

Project Cash Expenses

Item	NSGP	Other Sources	Total
Personnel	\$	\$	\$
Contract services	\$	\$	\$
Space	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Other*	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
Other			
Other			
Other			
Total expenses	\$	\$	\$

**Please identify "other" expenses (e.g. conference registration, printing fees, postage, trees & shrubs, insurance, permits)*

Note: Please attach price quotations for equipment and other significant expenses.

PROJECT BUDGET NARRATIVE

Please provide details regarding project income and expenses. How do you plan to use grant funds for your project? Please make sure that the narrative corresponds with your completed project budget.

Signature of President or Authorized Representative

Date

Application Process and Contents Checklist

- Our group was represented at the 2010 Pre-Application Workshop by _____
 Our group was represented at the 2009 Pre-Application Workshop

The **original plus twelve (12) copies** of the application, which consists of:

- Application cover sheet
 Questions 1 – 5, including the Project Work Plan and Timeline
 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 budget and amount of cash on-hand
 Financial statement
 List of officers and board members
 Letter of support from each partner or collaborating organization, if applicable
 Written permission from private property owners or government entities, if applicable
 Meeting minutes
 Plans for obtaining permits and authorizations, if applicable

Submission to East Tennessee Foundation, and postmarked on or before **Monday, March 8, 2010**.

If you have any questions about NSGP or how to fill out this grant application, please contact:

Jan Elston

Senior Program Officer
East Tennessee Foundation
Phone: (865)524-1223
E-mail: jelston@etf.org

OR

David Massey

Neighborhood Coordinator
City of Knoxville Community Development Dept.
Phone: (865)215-3232
E-mail: dmassey@cityofknoxville.org

Thank you for your interest in the Neighborhoods Small Grants Program.