



### Eligibility and priorities

- The Foundation supports programs and projects that benefit the people of Madison County.
- There is no specific area(s) of focus for these awards. However, priority will be on projects in healthcare, education, and the arts.
- These awards will not fund loans or debt service, unrestricted operating support, endowments, grants to individuals or areas of government, or fundraising events.
- Applicants must have 501 (c)(3) status or be a current, active fund of the Foundation, in good standing.
- Grants are for a one year term – July 1, 2020 – June 30, 2021. Funding should not be requested for projects that fall outside of the funding term.
- Grantees may apply for funding for the same project no more than two consecutive years.
- The maximum grant award is \$5,000.

### Application procedures

**All applications are due by 4:00 p.m. Thursday, February 28, 2019.** The Foundation reserves the right to disqualify any proposals arriving after the deadline.

Applicants should complete their proposals following the proposal narrative guidelines offered below. Completed proposals may be returned to the Foundation via mail or personal delivery. **Please include four (4) copies along with the original application for a total of five (5) copies.**

Mailing address:       The Foundation  
                                  620 Skyline Drive  
                                  Jackson, TN 38301

Personal delivery:     74 Directors Row  
                                  Jackson, TN 38305

**All applications should contain a cover letter which includes the primary staff member's contact information in case questions arise.**

The Foundation has chosen NOT to meet with any potential applicants prior to the deadline. If you need clarification or have any questions regarding the application process, please contact Rebecca Creasy ([Rebecca.Creasy@wth.org](mailto:Rebecca.Creasy@wth.org)) at 731-984-2140.

### Proposal narrative

**All proposals should be single spaced.**

- Who are you? – Describe your organization, including the year established, your mission, who you serve, your staff, and your board structure. *Maximum 250 words*
- What need will you address? – Describe the community issue or opportunity you want to address with this grant. *Maximum 750 words.*
- How will you address this need? – Describe how your organization will address this issue or opportunity. Be specific. Include services or products to be delivered or created, including quantities, a timeline of the project, and how your organization is prepared to achieve this task. Explain why your approach is the best method to address this need. *Maximum 1,000 words.*

- What will you accomplish? – Describe what you expect to happen as a result of this project. Include specific, measurable outcomes your organization will be tracking and a timeline for these measurements. *Maximum 500 words.*
- How will you fund this project? – Explain your project budget along with adjustments you will make if not all the anticipated funding is received. Provide a timeline for all the anticipated income and expenditures associated with the project. *Maximum 250 words.*

#### **Required documents**

- Project budget which includes:
  - Anticipated income (source, amount, restrictions, and whether secured or pending)
  - Anticipated expenses (overall project expenses and what line item(s) this grant award will specifically be used to fund.
- 501 (c)(3) determination letter (unless a fund of the Foundation)

If your proposal is selected for further review by the grant committee, you may be asked to submit additional documentation. It is not necessary to submit additional documentation unless requested to do so by a Foundation representative.

#### **Funding**

Funding determination will be made by June 1, 2020. Applicants will be notified by phone if selected for a grant award. Please ensure you provide accurate contact information in your cover letter, so that we may reach you, if selected.

Grantees will be required to sign a grant award agreement prior to the distribution of any grant award.