

# Grant Application Packet



## **EXECUTIVE BOARD OF DIRECTORS**

John Curry  
Jackie McClure  
Brandon Stroud

## **BOARD OF DIRECTORS**

Mike Campbell  
Carol Fusco  
Richard Grover  
Jawed Khan  
Warren Sanger  
Eric Schwarzentraub  
Andrew Turner  
Robin Wilhoit

## **EXECUTIVE DIRECTOR**

Patty Thewes  
101 E. Blount Ave.  
Knoxville, TN 37920  
(865)925-9906  
[patty.thewes@varietytn.org](mailto:patty.thewes@varietytn.org)

## GRANT PROCEDURE

Variety funds will be distributed twice a year. Applicants are allowed to apply once a year. The amount of money available will be determined by the previous year's fund raising. Variety of Eastern Tennessee reserves the right to make changes to its grant process or its program criteria at any time.

An initial paper review of applications will be conducted followed up by an agency visit. The Board may request or require additional information regarding an individual applicant and/or its proposed use of funds.

## GRANT PHILOSOPHY

Variety of Eastern Tennessee will grant funds only to those not for profit organizations that serve the needs of at risk, disabled or disadvantaged children in the Eastern Tennessee area (eastern time zone).

Variety of Eastern Tennessee **will not** grant to:

- Agencies that serve adults, defined as individuals over **19** years of age.
- Agencies that are **for profit**.
- Religious agencies where proselytizing is a part of the service provided.
- Agencies requesting funds for **salaries** or **operational expenses**.
- Vehicles.

## GRANT ELIGIBILITY REQUIREMENTS

In order to be eligible for a Variety grant an organization must be:

- Exempt from taxation under Section 501(c)(3) of the United States Internal Revenue Code
- Must agree to use the Variety grant only for purposes that are charitable or educational within the meaning of Section 501(c)(3) of the United States Internal Revenue Code
- An equal employment opportunity employer that does not discriminate on the basis of race, religion, marital status, color, national origin, sex, age or disability.

## APPLICATION INSTRUCTIONS

The Grant Questionnaire follows on the next page. Please follow the instructions below in completing the Questionnaire, the Budget and Funding Forms, and the Grant Agreement that follow. If you have any questions, please don't hesitate to contact us at [patty.thewes@varietytn.org](mailto:patty.thewes@varietytn.org)

**All applicants must submit an electronic copy (EMAIL) of the application and requested documentation by the deadline and follow-up with a mailed hard copy to Variety. Hand delivered grants will not be accepted.**

### DEADLINES

April 1

October 1

- **Applications must be typed and on 8 ½ X 11 paper.**
  - *The application provided is a word document and can be easily edited with your information.*
  - *Please do not use your own variation.*
  - *Please do not put application on your agency company letterhead.*
- **All questions must be answered and in the order they are presented for the application to be accepted.**
- **Include cover letter on agency company letterhead.**
- **Fasten the application in a secure manner by either using staples or binder clips.**

#### **Include each of the following electronically (via email) hard copy (via mail):**

- Cover Letter
- Completed Application
- Most recent Audit prepared by an independent CPA if gross revenue is \$500,000 or more. If gross revenue is less than \$500,000, and the organization does not have audits it may submit the most recent financial statement accompanied by an independent CPA's review.
- Most recent Financial Statements
- Current list of Board of Directors
- Most current filed 990 Form
- 501(c)(3) Determination Letter
- Explanation of how Variety will be recognized for grant and partnership. ex. signage, newsletters, photographs, etc.

**Email Completed Application and Supporting Documentation to [patty.thewes@varietytn.org](mailto:patty.thewes@varietytn.org)**

**MAIL Hardcopy to: Hand delivered grants will not be accepted.**

Variety of Eastern Tennessee

Attn: Patty Thewes

101 E. Blount Ave

Knoxville, TN 37920

## GRANT APPLICATION QUESTIONS

### Organization Information

- 1) Date :
- 2) Name of organization :
- 3) Contact person and title :
- 4) Contact person number :
- 5) Contact person email address :
- 6) Organizations complete physical address :
- 7) Organizations complete mailing address:
- 8) Organizations phone number :
- 9) Organizations EIN number :
- 10) Requested Grant Amount :
- 11) Previous Variety grants awarded:  
(List each years, amount and purpose.)

***Answer the questions below as you would for someone who is totally unfamiliar with your organization. Please limit your answers to 200 words.***

### Mission and Priorities

- 12) What is the organizations mission?
- 13) What is the purpose of your organization?
- 14) What services does your organization provide?

***The following questions relate to the specific program for which you are requesting grant funding. Please try to give as much detail while being clear, precise and as brief as possible when answering the following questions.***

- 15) Describe the program for which you are applying for. Please be specific, detailed but as brief as possible.
- 16) Describe how your organization would use the requested funding from Variety of Eastern Tennessee.
- 17) If the purpose of equipment, materials or supplies is proposed, describe the item/s and include price quotes on the vendor's stationery.

## **Community Served**

- 18) How many children will this **GRANT** serve?
- 19) What are the ages of the children this **GRANT** will serve?
- 20) What is the geographic (county) area being served by this program? (If serving schools please list all locations as well)
- 21) Are there other organizations that provide the same services in the area you are requesting funding? If so please list.
- 22) Describe the value in the community that this program provides.
- 23) Has there been independent research outlining the need? If so, to what extent can the need be met through this program offered by your organization?
- 24) What are the financial eligibility requirements for those using this program?

## **Human Resources**

- 25) Number of Employees; state the names and qualifications of staff persons with titles.
- 26) Number of volunteers??
- 27) How many paid employees do you have?

## **Program Management**

- 28) Describe how the organization will evaluate the effectiveness of program/services.  
*Short-Term Results –*  
*Medium-Term Results –*  
*Long Term Results –*
- 29) Describe the specific results or milestones your organization expects to achieve using *Variety* funds.

### ***Expected Results:***

- 30) Explanation of how *Variety* will be recognized for grant and partnership. ex. signage, newsletters, photographs, etc.

## **Financial Resources**

- 31) List **separately** each of the organization's corporate, foundational or government funding sources.
- 32) In addition to the funding sources listed above, is a local fundraising campaign held or other fund raising events held? If so describe each and list dollar amount raised for each.
- 33) If the organization is a current recipient, and *Variety* funds have leveraged its ability to obtain specific other resources (financial, in-kind etc.), describe them.
- 34) Please indicate if your organization is currently a recipient of a Regal Foundation grant and if so please list amount, dates and purpose.

## **Final Issue**

- 35) If there is anything else about the organization or proposed use of a *Variety* grant that the board should know, provide a brief statement.

# BUDGET FORM

Name of Organization \_\_\_\_\_

Fiscal/Calendar Year \_\_\_\_\_ to \_\_\_\_\_

EIN # \_\_\_\_\_

Please complete the following form on a grant year basis. If your organization operates on a fiscal year that does not comport with a calendar year, please indicate fiscal year start and end dates.

Expenses:	(A) Variety Program or Project Requesting Funding For	(B) All Other Programs	(C) Total Organizations Operating Budget (A+B=C)
<b>A. Personnel Costs</b>	\$	\$	\$
Employees (No. ___)			
Benefits:			
Other:			
<b>B. Non Personnel Costs</b>			
Space			
Equipment			
Supplies			
Telephone			
Travel			
Training			
Capital Expenditures			
Insurance			
Audit			
Contract Services			
Dues and Fees			
Other			
Transportation			
Other			
Other			
Other			
<b>C. Total Costs</b>	\$	\$	\$

# SOURCES OF FUNDING

**List each source of funding separately**

Sources of Funding	(A) <b>Variety Project Requesting Funding For</b>	(B) <b>All Other Programs</b>	(C) <b>Total Organizations Operating Budget (A+B=C)</b>
1. Variety grant requested	\$	\$	\$
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
<b>Total Revenue</b>			

**GRANT AGREEMENT**

If granted *Variety* funds,

\_\_\_\_\_  
(Organization Name)

agrees to:

- 1) Carry out the project described in the application.
- 2) Provide Progress Report to Variety Executive Director one year after receiving funding.  
(Progress Report attached below)
- 3) Return to ***Variety of Eastern Tennessee*** any funds not expended.
- 4) Recognize Variety for the grant and partnership. ex. signage, newsletters, photographs, etc.

Date \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Program Director

\_\_\_\_\_  
Signature of Board Member

\_\_\_\_\_  
EIN #



## Variety Community Grant Progress Report

Please complete one year from when you receive funding.

Organization Name:

Amount of Funding  
Received:

Number of Individuals  
Impacted:

Please provide a one-sentence description of the project.

Please describe the progress of the project to date.

Please describe how the Variety donation expanded the organization's mission/work.

Please provide metrics to show impact of the donation.

Please provide any additional thoughts/insights and attach pictures you wish to share.

