



Tennessee Disability Coalition
Discretionary Small Grants Program
Funding Announcement

*The lifting Power of Many Wings Can Achieve Twice
The distance of Flying Alone*

Introduction

The Tennessee Disability Coalition is pleased to announce the start of our semi-annual round of discretionary grants, awarded in May and November each year. Please note that the TDC has moved to an electronic submission platform, [JotForm](#).

Purpose

In keeping with the mission of the Coalition to help build a society that includes and values people with disabilities, the purpose of the grants is to build capacity in the disability community to serve individuals with disabilities and their families. In general, there is no funding available for one-time conferences.

Definition of capacity building adopted by the Board of Directors June 2018:

Capacity building is not just about the capacity of a nonprofit today -- it's about the future. Distinct capacity building projects such as identifying a communications strategy, improving volunteer recruitment, developing a leadership succession plan, identifying more efficient uses of technology, and engaging in collaborations with community partners -- all build the capacity of a charitable nonprofit to effectively deliver its mission in the future. When capacity building is successful, it strengthens a nonprofit's ability to fulfill its mission over time, and enhances the nonprofit's ability to have a positive impact on lives and communities.

~ National Council of Nonprofits

Eligibility Guidelines

The Tennessee Disability Coalition will make grants available to IRS-designated tax-exempt organizations and governmental entities.

- **In order to be eligible, an organization's unrestricted funds as part of their annual budget must be less than \$2 million.**
 - Unlike restricted funds, unrestricted funds are designated by the funder and usually go toward operating expenses, or the program of the nonprofit's choice.

Private foundations and agency members of the Coalition Grant Committee are not eligible to apply.

Application process

There is a two-step application process:

1. Submission of a brief Letter of Interest with a budget outline can be submitted through **JotForm**
2. Submission of a full proposal

- If you are selected to submit a full proposal, your decision letter will include the JotForm link for submission

Letters of Interest

- The Coalition will accept only one Letter of Interest per organization
- Your submission must be submitted through our electronic platform, **JotForm**
 - If you require any accommodations for submission, please contact the TDC's staff liaison, listed below
- Your submission must include a budget outline
- Your submission must be signed by an officer of the organization or the organization's Executive Director

The JotForm submission link will close at 11:59 pm, Central Standard time, on the due date.

A Letter of Interest must include the following:

Organization/Agency information:

- ✓ Agency name
- ✓ Mailing address with zip code
- ✓ Indication of a not-for-profit agency or governmental entity
- ✓ Federal ID number
- ✓ Name and title of the person submitting the Letter of Interest
- ✓ Telephone number / E-mail address

Guidelines Checklist

- A brief statement of the history, mission, and services of your organization.
- The geographic area and population served (if applicable)
- A brief description of the project to be funded including
- A description of the overall goal of the project to be funded
- A statement on how the project will contribute to building capacity within your organization for the disability community
- Budget outline

All completed Letters of Interest will be reviewed, to determine if the Coalition Grant Committee and Coalition Board wish to pursue a full proposal. Applicants will be notified, via email of the results of their submission. Please see sample timeline below.

A determination letter will be sent to each applicant, via e-mail. Organizations that have been selected to submit a full proposal, will receive a JotForm link in your determination letter. Full Proposals are due by the date stated in your determination letter.

Required Reports

All grantees will be required to submit:

1. A five-month progress report, with a current budget report
2. A final report, including a final budget outline, within six weeks following the end of the project term

Please note: You will receive an electronic JotForm link for submitting these reports

Funding Process

Discretionary Small Grants funds will be dispersed, in two installments:

1. The first grant installment will be dispersed only after the signed *Contract Agreement* is returned to the TDC
2. The second grant installment will be dispersed, only after the standing small grants committee has approved the five-month *Summary of Activities Report*.

Amount of funding

The Coalition has approximately \$100,000 available for discretionary grants this year, with \$50,000 available for the spring grants. Five grants for up to \$10,000 each, for a one-year term, may be awarded in a single grant cycle. Letters are scored on a merit-based system.

ADDITIONAL INFORMATION:

- **In order to be eligible, an organization's unrestricted funds as part of their annual budget must be less than \$2 million.**
 - Unlike restricted funds, unrestricted funds are designated by the funder and usually go toward operating expenses, or the program of the nonprofit's choice.
- Grant funds must be used during the designated grant year
- Funds cannot be used for past expenses, or to reimburse the program for expenses that were paid before the first award was deposited
- If grant funds are not exhausted, the excess funds must be returned to the TDC
- If grant funds are used for expenses that are not outlined in the proposed program budget line items, funds must be returned to TDC
- Grant awards are not considered gifts or charitable grants

Submission information

<https://form.jotform.com/210526094560047>

Grant Timeline Example

Spring Grant Cycle Timeline:

Last week in February	Notice of funds availability
Last Friday in March	Letters of interest due
Within three weeks	Request of full proposal
Last Friday in April	Full Proposal due
Within three weeks	Award notifications and contracts sent
By July 1 st	First installment after signed contract is returned to the TDC
November 30 th	Five-Month Summary of Activities Report due
By December 31 st	Second installment, after approval of five-month summary
August 15 th	Final twelve-month report due

Fall Grant Cycle Timeline:

Last week in August	Notice of funds availability
September 20 th	Letters of interest due
Within three weeks	Request of full proposal
Last Friday in October	Full Proposal due
Within three weeks	Award notifications and contracts sent
By January 1 st	First installment after signed contract is returned to the TDC
May 30 th	Five-Month Summary of Activities Report due
By June 30 st	Second installment, after approval of five-month summary
February 15 th	Final twelve-month report due

For more information, contact:

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