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. Letter 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 1st: First installment after signed contract is returned to the TDC
- November 30th: Five-Month Summary of Activities Report due
- By December 31st: Second installment, after approval of five-month summary
- August 15th: Final twelve-month report due

Fall Grant Cycle Timeline:
For more information, contact:
  Carrie Carlson
  Email: smallgrants@tndisability.org
  Phone: (901) 907-5731

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