



Tennessee Disability Coalition
Discretionary Small Grants Program
Letter of Interest Guidelines

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

Important Note:

Effective March 1st, 2021, you must wait for **two-years** (four-cycles) to reapply for the TDC Small Grants Program. Except for topic-specific grants recipients.

Deadlines

Letter of Interest: **March 20, 2021, by 12:00 pm, Central Standard time**

Full Proposal, if requested: **April 30, 2021, by 12:00 pm, Central Standard time**

Eligibility

The Tennessee Disability Coalition grant funds are available to projects/programs in the State of Tennessee, United States of America (USA), that are IRS-designated tax-exempt organizations-501(c)(3), and to governmental entities. Private foundations and agency members of the Coalition Grant Committee are not eligible to apply.

Letter of Interest Guidelines

1. The Coalition will accept only **one** Letter of Interest per organization
2. The Letter should not exceed four (4) pages in length **including a budget outline**
3. The letter must be signed by an officer of the organization or the organization's Executive Director
4. To be considered for funding for the current grant cycle, your letter must be received by **noon on March 20, 2021, Central Standard time**

Checklist for the Letter of Interest:

- 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 Letter of Interest
 - ✓ Telephone number / E-mail address
- A brief statement of the history, mission, and services of your organization
- A **brief** (one-two sentences) description of the project to be funded, **as you would like it to appear on the Tennessee Disability Coalition Website** if your project is funded
 - A description of the overall goal of the project to be funded
 - A detailed description of how the funding from TDC will be used to build the capacity of your organization within the disability community
- For previous recipients of TDC small grant awards:
 - State how this proposed project is different
- Budget outline for the amount being requested

Estimated Project Budget: Complete the Budget for THIS project in the table provided below. Do not include your organization’s operating budget. No attachments accepted. Only use the categories outlined below. **Do not rewrite this budget page.**

Project Budget Line Items	Request from Tennessee Disability Coalition	Funds Committed or Allocated to this project	Total
Salaries & Wages			
Benefits & Payroll Taxes			
Consultants/Professional Services			
Staff Development			
Insurance			
Rent/Mortgage			
Building Maintenance			
Equipment			
Equipment Maintenance/Rental			
Technology/Computers			
Program supplies			
Marketing			
Postage/Mailings			
Printing			
Office supplies			
Travel/Mileage			
Utilities/Telephone			
Other (specify):			
TOTAL PROJECT EXPENSES			

All 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 no later than **April 1, 2021**, of the results of the review process. The deadline for a full proposal, **if requested** is **noon on April 30, 2020**. Notifications of awards will be sent by e-mail by **May 29, 2021**.

For more information, contact: Carrie Carlson
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