

The Community Foundation of Middle Tennessee

3833 Cleghorn Avenue #400 Nashville, TN 37215
Office: (615) 321-4939 Toll-Free: (888) 540-5200 Fax: (615) 327-2746
Website: www.cfmt.org Email: grants@cfmt.org

MEMORANDUM

TO: NONPROFIT EXECUTIVE DIRECTORS
FROM: LAUNDREA LEWIS, GRANTS COORDINATOR
RE: DISCRETIONARY GRANT GUIDELINES
DATE: JUNE 2016

The Community Foundation of Middle Tennessee is delighted to be sending you notification of our annual round of discretionary grants. Guidelines and Applications are now available at our website www.cfmt.org under the heading Grants: Unrestricted/Discretionary/Field of Interest Grants.

The Community Foundation's grantmaking is encouraging grant requests to support programs and those they serve in addition to operations.

The Community Foundation only accepts grant applications through its online, internet-based grant application process. Please read the Online Application Instructions form carefully **BEFORE** you attempt to complete and submit your application.

Grants will generally be limited to a maximum of \$5,000, but our Allocations & Distribution Committee reserves the right to make grants up to \$10,000.

PLEASE NOTE: The deadline to apply is Monday, August 1, 2016, at 12:00midnight

The Foundation has identified several broad categories in which needs exist and for which grant requests are encouraged:

Animal Welfare	Employment and Training
Arts and Humanities	Health
Civic Affairs and Community Planning	Historic Preservation
Conservation and Environment	Housing and Community Development
Education	Human Services for citizens of all ages

In conjunction with the broad categories listed above and in addition to Unrestricted Funds, several Donors have established Field-of-Interest Funds supporting a particular charitable purpose. The Board of The Foundation has the ability to make grants from these Funds in the name of the Donor(s).

Please read and follow the grant guidelines carefully. All 501(c)(3) public charities **MUST** have a full and updated profile in GivingMatters.com in order to be considered for a discretionary grant from The Community Foundation. You may **SUBMIT only ONE grant application per organization.**

We look forward to working with you now and in the coming months and years.



Discretionary Grant Guidelines

Eligibility

The Community Foundation of Middle Tennessee will accept Discretionary Grant Applications for programs or projects from:

- Nonprofit organizations legally chartered in Tennessee and in possession of a determination letter from the Internal Revenue Service declaring the organization a public charity that is exempt from federal income tax under Section 501(c)(3).
- Nonprofit Organizations must be headquartered in and serving the following Middle Tennessee counties: Bedford, Cannon, Cheatham, Clay, Coffee, Cumberland, Davidson, DeKalb, Dickson, Fentress, Franklin, Giles, Hickman, Houston, Humphreys, Jackson, Lawrence, Lewis, Lincoln, Macon, Marshall, Maury, Montgomery, Moore, Overton, Perry, Pickett, Putnam, Robertson, Rutherford, Smith, Stewart, Sumner, Trousdale, Van Buren, Warren, Wayne, White, Williamson, and Wilson.
- Organizations that are entities of government (i.e. libraries, schools, etc). Government entities are exempt from the GivingMatters.com requirement.
- Organizations with programs or projects scheduled to take place from **December 1, 2016 through November 30, 2017**.

Organizations ineligible to apply:

- Nonprofit organizations headquartered outside Middle Tennessee
- Private Foundations
- Private Schools
- Grantmaking Organizations
- Houses of Worship

The Foundation is particularly interested in ideas that **shed new light on the needs and aspirations of Middle Tennesseans with emphasis on providing long-term solutions**.

Exclusions

Limited funds are available at this time. We cannot make grants to any organization that does not provide direct services or that intends to use these funds to support other nonprofits. Unless there is compelling evidence that such support is vital to the success of a program meeting priority needs, The Community Foundation of Middle Tennessee's unrestricted and field-of-interest funds are highly unlikely to support:

- | | |
|---|--|
| <ul style="list-style-type: none">• Advertising/Sponsorships• Annual Campaigns/Endowment Campaigns• Biomedical or clinical studies; other than those related to breast cancer• Capital Campaigns/Improvements• Curriculum-based school projects• Debt retirement or restructuring• Equipment and Technology for general operations• Events/Receptions• Federated fund drives• Fundraising events/Fundraising feasibility studies | <ul style="list-style-type: none">• Lobbying activities/Political activities• Multi-year grants for projects• Purposes/Services outside our service area• Public agencies for mandated services• Programs of a religious nature or programs requiring participation in religious activities or adherence to a particular set of beliefs as a condition for receiving services.• Replacement of Government Funding• Scholarships• Trips and/or conference attendance |
|---|--|



GivingMatters® Requirement

GivingMatters.com helps The Community Foundation fulfill its mission of **connecting generosity with need** by giving your organization an opportunity to communicate your needs—and your successes—with prospective donors, foundations, and volunteers. The program also allows us to streamline the discretionary grant application and due diligence process, by making applicant organizations' information accessible online in a common format.

All 501(c)(3) public charities **MUST** have a full and updated nonprofit profile in GivingMatters.com in order to be considered for a discretionary grant. **Only organizations with full and updated profiles will be considered for funding.**

If your organization does not yet have a profile, the first step is simple: Contact the GivingMatters.com Staff to begin the process of completing a profile. **New GivingMatters.com profiles should be completed no later than July 11, 2016.**

If your organization already has a completed profile, begin reviewing it for accuracy. Pay particular attention to the following sections, to ensure they are fully updated:

- Governance: Board List and Term Dates
- Financials: Fiscal Year Dates, Income/Expense Projections, Tennessee Charitable Solicitations Permit Expiration Date, Form 990s, Current Organizational Budget

NOTE: Fully update your organization's profile by **July 11, 2016**, to ensure that any updates you make can be approved and published by the GivingMatters.com staff before August 1.

Questions about GivingMatters.com? Contact:

GivingMatters.com Staff

Community Foundation of Middle Tennessee
3833 Cleghorn Avenue Ste 400 -- Nashville, TN 37215
615-321-4939 or toll-free 888-540-5200 615-327-2746 fax
givingmatters@cfmt.org