

# The Community Foundation of Middle Tennessee

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## MEMORANDUM

**TO: NONPROFIT EXECUTIVE DIRECTORS**  
**FROM: LAUNDREA LEWIS, Vice President of Grants**  
**RE: DISCRETIONARY GRANT GUIDELINES**  
**DATE: July 2021**

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](http://www.cfmt.org) under the heading **Grants & Scholarships/Grants**. **The Community Foundation encourages grant requests to support programs and those they serve in addition to operations.** The Community Foundation only accepts grant applications through its electronic grant application platform. Read the Online Application Instructions carefully **BEFORE** you attempt to complete and submit your application.

Grants may generally be limited to \$5,000, but our Allocations & Distribution Committee reserves the right to make grants up to a maximum of \$12,500. Historically, the average grant falls between \$4,000-\$6,000.

**PLEASE NOTE: The deadline to apply is August 6, 2021, at 7:00pm (Central Time)**

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

Animal Welfare	Health
Arts and Humanities	Housing and Shelter
Community Development, Improvement & Planning	Human Services-Emergency/Temporary Needs
Conservation and Environment	Human Services-Children & Youth
Education	Human Services-Aging Adults
Employment and Training	Human Services-Women & Men
Food, Food Security, Agriculture & Nutrition	Human Services-New Americans

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 including all teaching institutions.**

**Update Note: The Community Foundation is aware that while the pandemic continues and more health concerns arise, we hope your organization has a contingency plan in place using a modified or virtual service delivery method should social distancing restrictions be imposed.**

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.**
- **Nondiscrimination Policy in Grantmaking**: No person, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, marital or parental status, political affiliation, military service, physical or mental ability, or any other improper criterion be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available by The Community Foundation of Middle Tennessee, and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the Foundation.
- Organizations with programs or projects scheduled to take place from **December 1, 2021 through November 30, 2022.**

### Organizations ineligible to apply:

- **Nonprofit organizations with budgets below \$50,000.**
- **Nonprofits that have been in operation for two years or less.**

However, if your organization fits the description above and received a grant prior to the 2019 grant cycle, you are eligible to reapply.

- Nonprofit organizations headquartered outside Middle Tennessee
- Private/Family Foundations
- Private Schools (K-12th grades)
- Grantmaking Organizations (Funds from The Community Foundation cannot be used to re-grant to another organization.)
- Houses of Worship

***The Foundation is particularly interested in transformation, collaboration, program impact and making grants that enhance successful existing programs rather than new nonprofits and which can use a modest amount of funding to create enhanced outcomes.***

### Exclusions

The Community Foundation will not 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:

- Administrative/General Operations
- Administrative expenses not to exceed 20% of the total funding request
- Advertising/Sponsorships
- Annual Campaigns/Endowment Campaigns
- Biomedical or clinical studies; other than those related to breast cancer and transplantation
- Capital Campaigns (i.e. new buildings, vans, cars, buses, office renovations or remodeling, etc.)
- Debt retirement or restructuring
- Equipment for general operations, unless mandated by the State of Tennessee (i.e. appliances, trailers, sprinkler systems, etc.)

- Technology for general operations, i.e. telephones, computers, copiers, etc.
- Events/Receptions (including food, rentals, etc.)
- Federated fund drives
- Fundraising events/Fundraising feasibility studies
- Lobbying activities/Political activities
- Commissioned studies to educate policy makers and advocates.
- Multi-year grants for projects
- Purposes/Services outside our Middle Tennessee 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, Stipends, or Incentives to participate
- Trips and/or conference attendance (including registration fees, travel reimbursements, etc.)

It is unlikely we will provide funding for brand new organizations without a track record especially if there are existing entities doing good work in that area of need.



## 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 have a profile, please submit the profile initiation documents by July 16. You can learn more about this process here: <https://givingmatters.civicore.com/requestProfile>.

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
- Management: Tennessee Charitable Solicitations Permit Expiration Date
- Financials: Fiscal Year Dates, Income/Expense Projections, Form 990s, Financial Statements
- Other Documents: Current Organizational Budget
- Reliable contact information for Grantseekers

**NOTE:** All profiles must be complete and up-to-date by August 6. If you have questions about the status of your profile, please contact [givingmatters@cfmt.org](mailto:givingmatters@cfmt.org) ASAP.

**Questions about GivingMatters.com? Email: [givingmatters@cfmt.org](mailto:givingmatters@cfmt.org)**