



2019 Phase I Proposal Outline Large Grants Division

(Bids open to any non-profit operating in Knox and surrounding 8 counties*)

Below is the outline of the content required for a Phase I Large Grants Division proposal. Bidding organizations must be:

- (1) non-profit
- (2) have operations in Knox or the surrounding 8 **contiguous** counties (Anderson, Blount, Grainger, Jefferson, Loudon, Roane, Sevier and Union).

Phase I planning proposals will be for a maximum of \$15,000 for three months and will be eligible to compete for Phase II implementation grants of up to \$150,000 for one year. Below is the outline of the content required for a Phase I proposal. Submissions are limited to the Cover Page (completed online) and a four (4) page uploaded document covering the seven (7) point Proposal Outline below (font no smaller than 12 point). **Longer proposals will not be considered.** Please respond to the seven (7) outline elements in order as the proposals will be scored relative to these outline sections. **Proposals that are missing sections or presented out of order will be disqualified.**

Note that the last portion of the proposal submission process includes certification by an officer of your organization that the organization is a non-profit, it is committed to the project as proposed and that the organization has reviewed and approved the Phase I budget.

STEP 1) ORGANIZATION INFORMATION (Completed online) *This will include input of a valid Federal EIN (Employer Identification Number) as it appears on your organization's 501(c)(3) determination letter from the IRS.*

STEP 2) PROPOSAL OUTLINE (Uploaded 4 page finished proposal in Word or PDF file format submitted online)

1. ABSTRACT (Title of Proposal)

In a 250 word or less abstract/summary, clearly define issue to be addressed and proposed solution(s). Include a summary of the problem addressed, the target community/demographic, the expected measurable impact if successful, any collaborators that you might reach out to in order to execute the project (local or from other areas) and any preliminary thoughts on how this project would be financially sustained.

2. NEED/PROBLEM STATEMENT & TARGET

What is the purpose of the project and who is it expected to benefit? Describe the specific community problem or need targeted by the project. Describe the specific population (who and how many) and geographical area that will be targeted by the project. Describe best practices being used locally or elsewhere to address this problem revealing an understanding of the background of related efforts



2019 Phase I Proposal Outline Large Grants Division

(Bids open to any non-profit operating in Knox and surrounding 8 counties*)

3. GOAL

What is expected to happen or be different as a result of the project? Clearly describe what the project is and its overall purpose. Goals provide an answer to the program statement and communicate the expected impact.

4. MEASURABLE IMPACT

How would you measure successful impact? Describe how your project would impact the target audience and how you would gather information on progress toward stated goals

5. ORGANIZATIONAL CAPACITY AND POTENTIAL COLLABORATORS

Why is your organization capable of leading this project? Describe your organization's historical ability to successfully implement and manage similar projects and achieve the results intended. Describe the experience of project management and staff related to the project. Discuss the potential to collaborate with the specific organizations to leverage resources available.

6. SUSTAINABILITY

If the project is successful, how will it be sustained after the Trinity Foundation grant ends? Describe your plan to identify and secure partners and funding to continue the project. In preparing this section, consider your organization's history of fundraising; describe committed, pending and potential grant funding for the project from other sources other than Trinity Foundation and/or other sources of project revenues.

7. USE OF FUNDS

What will the requested Phase I funds be used for? Phase I planning/pilot-scale funds can be used for direct personnel support, travel to study successful efforts in other locations, and/or material costs for pilot-scale demonstrations, etc. **Phase I grants are not to be used for capital investments or unrestricted organizational support.** A preliminary budget describing how the Phase I funds will be used shall be provided with the proposal. A detailed Phase II proposal and budget will be required at the completion of Phase I.

STEP 3) CERTIFICATION (Completed online)