



**TRINITY**  
HEALTH FOUNDATION  
OF EAST TENNESSEE

## **2019 Phase I Proposal Outline**

### **Small Grants Division**

**(Bids open to non-profit organizations with annual revenues < \$1.5 Million operating in Knox and surrounding counties\*)**

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

- (1) non-profit (organized church or 501(c)(3) or equivalent)
- (2) have annual revenues less than \$1.5 million
- (3) 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 \$5,000 for three months and will be eligible to compete for Phase II implementation grants of up to \$50,000 for one year.

All submissions must be completed ONLINE following the 3 step process listed below (**THERE WILL BE NO UPLOADED NARRATIVE DOCUMENTS**):

**Step 1:** Organization Information ***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

**Step 3:** Proposal Certification

The Proposal Outline will be answered in Step 2 of the online submission process. Each of the three sections listed below will be answered using a short answer question format. **There will be no uploaded narrative documents. Proposals that are incomplete will be disqualified.**

Note that the last portion (Step 3) of the proposal submission process includes certification by an officer of your organization that the organization is a non-profit, is committed to the project as proposed, and that the organization understands that Phase I grant funds are not to be used for capital investments or unrestricted organizational support.



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#### **1) PROPOSAL SUMMARY (Title of Proposal):**

Summarize your proposed project using the following topics. **(250 words or less)**

- Need and exactly how your initiative would address the need. (Concentrate more on **how** the need will be addressed, not the need itself.)
- What is your project/initiative? (i.e. What are you going to do?)
- Amount you are requesting and how you will use Phase I funds
- Target Audience
- The proposed impact and how it will be measured
- Key Potential Partners
- How might this effort be sustained

**2) DEFINING IMAGE (OPTIONAL):** Upload a single JPEG image that captures the essence of your proposal (this can be a photograph, chart or drawing) (5 MB MAX).

#### **3) PROPOSAL BODY:**

**EACH QUESTION MUST BE ANSWERED IN 75 WORDS OR LESS.**

##### **THE NEED:**

1. What is the need that your proposed project addresses?
2. What is your specific project idea? (i.e. What are you going to do?)
3. How does your project address the need above?
4. Describe how you would spend Phase I funds to determine the feasibility of your project. (No formal budget required)
5. Are there similar successful programs elsewhere that you want to replicate?



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**THE IMPACT:**

6. How many people do you anticipate reaching annually with a successful project?
7. What changes are you seeking to achieve in those that you reach?
8. How will you measure these changes on those that you impact?

**SUSTAINABILITY:**

9. List any partners that would help you implement your project and how this project would be financially sustained beyond the Trinity funds.
10. Why is your organization uniquely qualified to accomplish the proposed project?