



## **Tennessee Disability Coalition Discretionary Small Grants Program Guidelines**

### **Overview:**

Since 2008 the Tennessee Disability Coalition offers small grants to Tennessee IRS-designated tax-exempt organizations-501(c)(3) and governmental entities. In keeping with the mission of the Coalition to help build a society that includes and values people with disabilities, the purpose of the small grants program is to build capacity in the disability community to serve individuals with disabilities and their families.

The small grants program aims to provide funding to those who do not currently serve the disability community but are building their internal capacity to do just that.

Nonprofit capacity building refers to activities that improve and enhance a nonprofit's ability to achieve its mission and sustain itself over time. Capacity building involves all aspects of a nonprofit's activities, When capacity building is successful, it strengthens a nonprofit's ability to fulfill its mission over time and enhances the nonprofit's ability to have a positive impact on lives and communities.

### **Funding:**

The Coalition has approximately \$105,000 available annually for discretionary grant making. Seven grants may be selected for up to \$15,000 each, for a one-year term. Awards are merit based.

### **Grant funds are not available to:**

- Private foundations.
- Prior Small Grant recipients cannot re-apply for two years with the exception of topic-specific grant cycles. This timeline starts at the end of your grant cycle.

### **Amount of funding:**

### **Eligibility:**

### **Grant funds are available to:**

- Tennessee IRS-designated tax-exempt organizations-501(c)(3) and to governmental entities.

- As part of the annual budget, the project/organization's unrestricted funds must be less than \$2 million.
- Organization that have not been awarded funding in two-years, with the exception of “topic-specific grant cycles”

### **Application Process:**

**This is a one-step application process.**

Important Message: The TDC uses JotForm as our electronic submission platform. The TDC uses JotForm because it is an accessible platform, but we do realize that it might not be accessible to everyone. If you need an alternative way to submit your proposal, please email Carrie Carlson at [smallgrants@tndisability.org](mailto:smallgrants@tndisability.org)

- Submit a proposal using the JotForm link provided below
- You will receive an email when funding determinations have been made.
- You must use the link on the JotForm to download the budget line items and upload them with your proposal.
- All fields are required.
- Please pay close attention to the instructions on the form,
  - You MUST include a second contact to be considered for funding.

### **All grant recipients will be required to submit two (2) reports:**

1. Five-Month Progress report, including a budget report
2. Final Report, including a budget report

### **Additional information**

- Grant funds must be used during the designated grant year.
- Funds cannot be used for past expenses, or to reimburse the program for expenses that were paid before the first award was deposited.
- If grant funds are not exhausted, the excess funds must be returned to the TDC.
- Any changes to your grant must be approved by the small grants review committee,
  - If grant funds are used for expenses that are not outlined in the proposal, funds must be returned to the TDC.
- Grant awards are not considered gifts or charitable grants.