

# COMMUNITY FOUNDATION

OF MIDDLE TENNESSEE



## Discretionary Grant Guidelines



## IMPORTANT GRANT ANNOUNCEMENTS

The Community Foundation of Middle Tennessee is delighted to send you notification of our annual round of Discretionary Grants. **There are several changes we want you to be aware of for the 2023-2024 Discretionary Grant round and beyond:**

---



The Community Foundation of Middle Tennessee is in the midst of building a strategic framework and plan that will result in a renewed organizational purpose statement, community priorities and objectives. We know that the lessons learned from our stakeholders—especially our grantee partners—will result in a change to our grantmaking process in 2024. We pledge to keep you informed and updated on the process and plan to convene a series of informational sessions in advance of our next grantmaking cycle.

---



### INTRODUCING JUMPSTART GRANTS:

Are you a new organization addressing a pressing community issue from a different perspective? If so, consider applying for a JumpStart grant. This pilot program has been created to support grassroots organizations that received tax-exempt status between 2021 – 2023.

To be eligible, you must have active programming in place offering early but promising results. Organizations may apply for up to \$5,000 in operating support.

### COMMUNITY FOUNDATION OF MIDDLE TENNESSEE

3421 Belmont Blvd, Nashville, TN 37215 • 615-321-4939 • 1-888-540-5200 • Fax: (615) 327-2746

[grants@cfmt.org](mailto:grants@cfmt.org) • [CFMT.org](https://cfmt.org)

# DISCRETIONARY GRANT GUIDELINES

Please read and follow the grant guidelines carefully **BEFORE** you complete and submit your application.

The Community Foundation encourages grant requests to support either general operations or program support.

**SUBMIT only ONE grant application per organization including all teaching institutions.** Grant activities must take place from December 1, 2023 – November 30, 2024.

## REQUEST AMOUNT:

- General Operations or Program Support: Grants may be requested up to a maximum of \$20,000
- JumpStart Program: Grants may be requested up to a maximum of \$5000

*CFMT cannot guarantee funding to every applicant. Awards will vary in size based upon the number of applications and funds requested.*

**Deadline: Applications must be submitted no later than August 15th at 5:00 PM (CST)**

We are utilizing new software for the 2023 grant cycle. ALL APPLICANTS will need to create a new username and password.

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

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

## The Community Foundation of Middle Tennessee will accept Discretionary Grant Applications 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 ineligible to apply:

- Nonprofit organizations headquartered outside Middle Tennessee even though their project may benefit local residents and communities. Organizations must have a local presence, i.e. physical address/office, local staff and board, and local banking institution.
- 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

## Ineligible Requests

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:

- Advertising/Sponsorships
- Annual Campaigns/Endowment Campaigns
- Biomedical or clinical studies; other than those related to brain cancer, breast cancer and organ transplantation
- Capital Campaigns (i.e., new buildings, vans, cars, buses, office renovations or remodeling, etc.)
- Debt retirement or restructuring
- Events/Receptions (including food, rentals, etc.)
- Fundraising events/Fundraising feasibility studies
- Lobbying activities/Political activities

- Commissioned studies to educate policy makers and advocates
- Multi-year programmatic grants
- Purposes/Services outside our Middle Tennessee service area
- 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
- Scholarships, Stipends, or Incentives to participate
- Trips and/or conference attendance (including registration fees, travel reimbursements, etc.)

Deadline: Applications must be submitted no later than August 15th at 5:00 PM (CST)

STILL HAVE QUESTIONS? Contact the following individuals:

#### GRANT QUESTIONS

Laundrea Lewis (grants@cfmt.org)

Michael McDaniel (mmc@cfmt.org)

#### GIVINGMATTERS.COM QUESTIONS

For Organizations beginning with **numbers and letters A-L**

Hayley Sulfridge (givingmatters@cfmt.org)

For Organizations beginning with **letters M-Z**

Nicole Rose (givingmatters@cfmt.org)

### COMMUNITY FOUNDATION OF MIDDLE TENNESSEE

3421 Belmont Blvd, Nashville, TN 37215 • 615-321-4939 • 1-888-540-5200 • Fax: (615) 327-2746

grants@cfmt.org • [CFMT.org](http://CFMT.org)



## 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 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 15. If you have questions about the status of your profile, please contact [givingmatters@cfmt.org](mailto:givingmatters@cfmt.org) ASAP.

Organizations who do not have a profile may submit the profile initiation documents no later than July 14, 2023. New profiles must be completed by August 15, 2023. You can learn more about the profile creation process by contacting [givingmatters@cfmt.org](mailto:givingmatters@cfmt.org).

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

For Organizations beginning with numbers and letters A-L  
Hayley Sulfridge ([givingmatters@cfmt.org](mailto:givingmatters@cfmt.org))

For Organizations beginning with letters M-Z  
Nicole Rose ([givingmatters@cfmt.org](mailto:givingmatters@cfmt.org))

**COMMUNITY FOUNDATION OF MIDDLE TENNESSEE**

3421 Belmont Blvd, Nashville, TN 37215 • 615-321-4939 • 1-888-540-5200 • Fax: (615) 327-2746

[grants@cfmt.org](mailto:grants@cfmt.org) • [CFMT.org](http://CFMT.org)