

The Steve and Kate Smith Community Trust

How to Apply

To Whom Do We Make Grants?

The Trustee makes grants to nonprofit organizations located in Warren County, Tennessee. The nonprofit must be an organization described in Sections 501(c)(3) and 509(a)(1), (2) or (3) of the code and must be exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code. In considering grant applications, the Trustee also abides by the mission Mr. and Mrs. Smith established for the Trust, which is to enhance the quality of life of the children of Warren County, Tennessee, by addressing their physical, mental, educational, artistic and spiritual needs. Special consideration is given to applications requesting matching funds.

When Can I Apply?

The committee reviews grants once a year. However, grant applications are accepted throughout the year. In order to receive a grant for 2018, applications must be received by April 30, 2017, for a decision on or before June 30, 2018. The Proposal Cover Sheet along with the full proposal in hard copy must be received by us no later than April 30, 2018. The Trustee will inform you of a decision on the proposal by no later than June 30, 2018.

How Do I Apply?

Applicants should begin by reviewing the Application Checklist set out below. You should then start your application process by completing the Proposal Cover Sheet. Once you have filled out the Cover Sheet and put together all the information set out in the Application Checklist, you need to submit the full proposal, in hard copy, to:

David Marttala, Trust Administrator
First National Bank
200 East Main Street
McMinnville, TN 37110

Application Checklist

1. A cover letter, on your letterhead, signed by your director.
2. A copy of the Proposal Cover Sheet.
3. A proposal (no more than ten pages) that includes:
 - Agency background (mission, major activities, and credentials for carrying out project)
 - Project description: Brief statement of problem to be addressed
 - Goals and objectives
 - Who is served
 - Project activities
 - Expected outcome
 - Listing of all staff members
 - Plan for measuring project results
 - Project budget (expenses & income)
 - For renewal requests, an update on progress made through prior grant

Information about your organization

- Agency operating budget
- A list of the Board of Directors
- Proof of 501(c)(3) status
- Latest audited financial statement, or if not available, latest Form 990
- Current annual report (if available)
- Affirmative action policy

Exclusions:

The Steve and Kate Smith Community Trust does not accept unsolicited proposals. As a matter of policy the following are not ordinarily funded:

- Individuals and/or their personal projects
- Private foundations
- Political activities
- Advertising or sponsorship
- Recurring expenses for operations and/or salaries of the organization
- Endowments
- Social or fundraising events
- Organizations whose principal impact is outside of Warren County, Tennessee