



On-Line Grant Application Instructions

Summary

Areas of Interest

The Foundation supports non-profit organizations in the areas of:

- Health and Human Services
- Education and Workforce Development
- Community and Economic Development
- Quality of Life

Geographic Limitations

Contributions to charitable organizations are limited to those benefiting the following counties:

- Kentucky: Bell, Clay, Laurel, and Leslie Counties
- Tennessee: Knox, Anderson, Scott, and Blount Counties
- Virginia: Buchanan and Tazewell Counties

Description

Types of Support

Grants to qualifying charitable organizations are available for matching funds and capital projects.

Grants will not be awarded to support endowment funds or deficit operation budgets.

Statement regarding religious institutions

While TCF honors and respects religious institutions, especially those active in their communities, we do not fund religious activities such as worship and evangelism or the general operation of religious organizations whose primary purpose is worship and evangelism. We also do not fund repair or expansion of buildings primarily used for religious activities. At our board's discretion, we may fund religious non-profits engaged in human service programming that does not require adherence to religious beliefs or participation in religious activities.

Review our [Application Procedures](#).

On-Line Grant Application Instructions

Thompson Charitable Foundation Grant Application

Getting started using our on-line application portal:

Please remember to save often especially after inputting a long answer. This will ensure you do not lose any of your work.

Please do not copy/paste text in to this form from Word or any other word processing software. If you wish to cut and paste text into this form, you must first paste your text into Notepad and then copy and paste into the response box on the application. It is best to simply rewrite your responses directly into the appropriate text box.

If you would like to preview complete application, [[click here](#)]. All questions with an * are required. Upon receipt of your completed application, you will receive a confirmation email. Foundation staff may reach out to you for more information.

The Foundation Board usually meets in April and October to consider proposals. We do not entertain funding requests outside of these two grant cycles. Only applications submitted via our on-line portal will be considered. The on-line application portal will be open for one month prior to the spring and fall deadlines.

If the Grant Proposal is Approved:

You will receive an email notification or personal phone call from the Executive Director after the Foundation Board meeting.

You will receive written correspondence outlining the conditions of the award and next steps.

If the Grant Proposal is Denied:

You will receive an email informing you of the board's decision.

You must wait 12 months before submitting another grant application.

Foundation staff is available to discuss your proposal and the reason it was not approved.

Additional Information, Suggestions, and Tips:

You do not need to complete the application in one session. At the bottom of the screen is the option to 'Save' your work. We suggest saving your work after answering each question.

You will not be able to submit your application if all required fields (*) are not completed.

Please note the deadline for this grant cycle. You must submit your completed grant application and all required documentation by 5:00 PM on the deadline date.

We will only accept applications submitted through this online portal.

Questions?

Please contact jeff@thompsoncharitable.org if you need assistance or have questions about the application process.

Organization Information

If you need to change any of the information below, please do so by clicking on the Organizational Profile link above.

Organization Name*

Tax ID*

Brief Description of the Organization including its History and Mission (1000 Characters Max)*

Office Phone Number (Include Area Code)*

Organization Website*

Executive Director/President of Organization Name*

Describe the current financial health of the organization (Tell us how you rate your finances, including strengths and challenges: ex. trends in revenue and expenses, budget comparisons, cash flows, debt management, reserves, endowment) (500 Characters Max)*

Does your organization have a conflict of interest policy? If so, is it respected and adhered to by board and staff?*

Describe the demographic make-up of the community members you serve (1000 character max) (e.g. gender, race, income level, age, etc)*

In what ways do your Board and staff reflect the community your organization serves? If they do not, what efforts do you take to address that difference? (1000 Characters Max)*

How does the organization ensure it is reaching out to the entire community, especially those from historically under-served populations? (1000 Characters Max)*

How does the organization address serving historically under-served or excluded populations as part of its strategic plan? (1000 Characters Max)*

Primary Contact *For Correspondence and Acknowledgements*

Prefix*

First Name*

Last Name*

Salutation/Informal Greeting

Job Title*

Email*

Phone Number*

Project Information

Project Title

Please provide a brief summary of your project including who will be benefit, how they will benefit, why is this important, and how our funding will make a difference. (up to 1000 Characters)*

Project Narrative - Please provide a detailed description of your project, including purpose and impact of the project, funding goals, timeline, other sources of funding, etc. (2000 Character Limit)*

Which of our four focus areas will your project impact?

- Health and Human Services
- Education and Workforce Development
- Community and Economic Development
- Quality of Life

Requested amount*

The total cost of the project*

Amount raised to date*

Estimate annualized operating costs for this project*

**Financial plan for sustaining the project after the TCF grant period has expired
(1000 Character Limit)***

Required Documents

Please Upload the Following

Supported File types: .txt, .rtf, .doc, .docx, .xls, .xlsx, .png, .jpg, .jpeg, .gif, .csv, .ppt, .pptx, .pdf, .mp4

Cover Letter*

The cover letter must be from an official of the organization stating that the organization has formally approved the proposed program. This document should not be more than two pages.

No file selected

List of Organization's Current Governing Board and its Officers*

No file selected

Project Budget*

No file selected

Organization's Current Operating Budget*

No file selected

Recent Financial audit

Please include your most recent financial audit with your application.

No file selected

Most Recent IRS 990*

Please include your most recent IRS 990 with your application.

No file selected

IRS Determination letter*

The determination letter should include a copy of the organization's IRS certification indicating that the organization is exempt under Section 501(c)(3) and is not classified as a private foundation as defined in Section 509(a)

No file selected

Other

Photo, Capital Campaign Brochure, Etc.

No file selected

Application Feedback (not required)

How long did it take to complete this application (ex. 2.5 = 2 hours, 30 minutes).

We would appreciate you sharing any feedback (good or bad) you have regarding the new online application process. Please note, any feedback you provide will have no impact on your organization's funding decision.