

## **State of Franklin Track Club Grant-In-Aid Application**

**Eligibility:** Elementary, middle, junior-high and high schools and other **non-profit** community organizations from the Tri-cities area (see below) who wish to encourage running/walking as a part of a life-long commitment to fitness. Organizations that wish to create or improve existing programs to encourage children or adolescents to participate in the sport of running are particularly encouraged to apply for funds to implement/improve such programs. Applications from organizations: 1) with a demonstrated track record in implementing community improvement projects and 2) that encourage children or adolescent involvement in the local community will be particularly competitive.

**Applicant organizations located in the following areas are eligible. Tennessee (Washington Co., Carter Co., Unicoi Co., Greene Co., Hawkins Co., Hamblen Co. and Sullivan Co.); Virginia (Washington Co., Russell Co., Smyth Co., Dickenson Co., Buchanan Co., Wise Co., Lee Co. and Scott Co.).**

**Award:** The Grant-In-Aid is an award of up to \$500. The SFTC board shall decide at the beginning of each year how many grants will be awarded for that year. The SFTC reserves the right to withhold the awards in any given year if: 1) the funds are not available or 2) none of the submitted applications qualify in the opinion of the review committee. Once the grant is awarded and the non-profit status of the applicant organization is confirmed, a check for the total amount will be mailed to the applicant organization. By accepting the check the applicant organization agrees that: 1) the funds will be utilized **ONLY** for the purpose described in the application, 2) the funds will be fully disbursed within 1 year of receipt and 3) a final progress report will be submitted after all funds are spent. This final report will contain: 1) a one page description of the funded activity as well as its benefits to the Tricities running community, 2) attached receipts for goods and services totaling to the award amount and 3) an appendix composed of up to 5 additional pages of supporting material (fliers, news paper articles, race results) documenting the success of the funded activity. In order to be eligible for future funding opportunities, an organization **MUST** submit a final report to SFTC. Please note that this final report becomes the property of SFTC and may be used for promotional purposes.

**Application Process:** The applicant should submit an application following the instructions listed below **by June 1<sup>st</sup> or January 1st of each year. The review committee retains the right to reject late applications, incomplete applications or those that do not follow instructions without review.** An *ad hoc* committee composed of at least three State of Franklin members and up to two members of the local scholastic running community will review the applications. Applicants will be notified of the results within 8 weeks after each deadline.

**Instructions:** A complete application will consist of the following.

1) **A cover letter listing the applicant's name, organization name, organization address, organization tax-free number, applicant's home phone, applicant's home address and an e mail address (if available).** It is essential that the contact information be up to date and correct so that the applicant can receive award notification. If the contact information changes during the application process, it is the applicant's responsibility to assure that the review committee has the current address, phone etc. **The total number of pages in the application should also be indicated on this page. The applicant should also sign the cover letter in ink.**

2) **A one page (or less) narrative by the applicant.** This narrative should outline the proposed program/activity with emphasis on predicted benefit to the local community and financial need. It is essential that this narrative be concise and well written. Applicants should note that demonstration of financial need may significantly increase the probability of grant funding.

3) **A one page (or less) detailed budget.** The proposed budget for the Grant-In-Aid should be detailed here. Any single expense greater than \$25 should be listed. A short justification of each expenditure (1-2 sentences) should follow each item listed.

4) **A one page (or less) list of the applicants' (or applicant organizations') most significant previous running and/or community service accomplishments** (race/meet volunteering, community service activities etc.). Applicants should note that a previous record of successful service accomplishments may significantly increase the probability of grant funding.

5) **All grant applications should be submitted as Microsoft Word or Adobe PDF files. All applications should be typed in 11 point (or larger) Arial or Times New Roman font with one inch margins. All pages in the document should be numbered at the bottom. The applicant should submit the original application via email to the SFTC President at [president@runtricity.org](mailto:president@runtricity.org).**

6) The proposal **MUST** be emailed by the due date. Late applications will not be considered for funding in that funding cycle.