



## 2020 Phase I Proposal Outline **Small Grants Division**

(Bids open to non-profit organizations with annual revenues <\$1.5 Million operating in Knox and surrounding counties) \*

***\*Organizations with <1.5 Million may apply in either the Small Grants or the Large Grants division.***

### **1. ABSTRACT (Title of Proposal)**

In a 250 word or less abstract/summary, clearly define issue to be addressed and proposed solution(s). Include a summary of the problem addressed, the target community/demographic, the expected measurable impact if successful, any collaborators that you might reach out to in order to execute the project (local or from other areas) and any preliminary thoughts on how this project would be financially sustained.

### **2. NEED/PROBLEM STATEMENT & TARGET SERVICE AREA**

***What is the purpose of the project and who is it expected to benefit?*** Describe the specific community problem or need targeted by the project. How has your organization evaluated the need for the service/project you are proposing (surveys, literature review, successful projects in other cities, ...)? Describe the specific population (who and how many) and geographical area that will be targeted by the project. Describe best practices being used locally or elsewhere to address this problem revealing an understanding of the background of related efforts.

### **3. INTENDED OUTCOMES & MEASUREMENT**

***What methods will be used in Phase I to validate the need and measure the impact in a Phase II implementation?*** If this project was implemented, what would be the desired outcomes and how would they be measured?

### **4. INNOVATION, EXPANSION or CONTINUATION?**

***Is this proposed project best categorized as a new service, an expansion of current services or a continuation of current services for your organization?*** What is the nature of this proposed effort related to your current ongoing activities? If this is a new service, where did the idea for this originate? If this is an expansion of services, how is the expansion described (locations, hours, capacity, ...) and why is it needed? If it is a continuation of services, why has the financial need for Trinity funds arisen?

## 5. POTENTIAL COLLABORATORS & PROJECT SUSTAINABILITY

***If this project continues to implementation in Phase II, who are the ideal community partners and how might the project sustain itself after the initial funding period?*** Describe your organization's historical ability to successfully implement and manage similar projects and achieve the results intended. Discuss potential collaborating partners (letters will be needed for the Phase II proposal, but a list/role for potential partners is all that is needed for this Phase I proposal). Describe the potential funding approach to sustaining the project after a successful Phase II implementation (gifts, service fees and payments, partnering organization support, other?)

## 6. USE OF FUNDS

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***What will the requested Phase I funds be used for?*** Phase I planning/pilot-scale funds can be used for direct personnel support, travel to study successful efforts in other locations, and/or material costs for pilot-scale demonstrations, etc. **Phase I grants are not to be used for capital investments or unrestricted organizational support.** A preliminary budget describing how the Phase I funds will be used shall be provided with the proposal. A detailed Phase II proposal and budget will be required at the completion of Phase I.

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