



Grant Application Packet

Variety of Eastern Tennessee

7132 Regal Lane
Knoxville, TN 37918
(865)925-9906
varietytennessee@aol.com

Variety of Eastern Tennessee

EXECUTIVE BOARD OF DIRECTORS

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BOARD OF DIRECTORS

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EXECUTIVE DIRECTOR

Dena Pinsker
7132 Regal Lane
Knoxville, TN 37918
(865)925-9906
varietytennessee@aol.com

HISTORY OF VARIETY

Variety is a children's charity founded in 1928 after a baby was abandoned in a movie theater. Variety is now referred to as the "heart of showbiz" due to its roots in the movies, and currently receives much support from Film companies and movie exhibitors across the Country. Variety of Eastern Tennessee was founded by Regal Cinemas in 2001 in an effort to aid children who are disabled or disadvantaged in East Tennessee.

Since its adoption in 2001, the Eastern Tennessee Tent has granted over \$1,000,000.00 to charities that service disadvantaged and disabled children.

GRANT PROCEDURE

Variety funds will be distributed on a quarterly basis. Grant applications will be available all year. The amount of money available will be determined by the previous year's fund raising. Variety of Eastern Tennessee reserves the right to make changes to its grant process or its program criteria.

An initial paper review of applications will be conducted. The Board of Directors may allow or require individual applicants to appear to make oral presentations. The Board may also request or require additional information regarding an individual applicant and/or its proposed use of funds.

GRANT PHILOSOPHY

Variety of Eastern Tennessee will grant funds only to those not for profit organizations that serve the needs of at risk, disabled or disadvantaged youth in the Eastern Tennessee area.

Variety of Eastern Tennessee will not grant to:

- 1) agencies that serve adults, defined as individuals over 17 years of age
- 2) agencies that are for profit
- 3) to religious agencies where proselytizing is a part of the service provided, or
- 4) agencies requesting funds for salaries or operational expenses.

GRANT ELIGIBILITY REQUIREMENTS

In order to be eligible for a Variety grant an organization must be:

- 1) exempt from taxation under Section 501(c)(3) of the United States Internal Revenue Code, as amended or
- 2) must agree to use the Variety grant only for purposes that are charitable or educational within the meaning of Section 501(c)(3) of the United States Internal Revenue Code, as amended; AND
- 3) an equal employment opportunity employer that does not discriminate on the basis of race, religion, marital status, color, national origin, sex, age or disability.

APPLICATION INSTRUCTIONS

The Grant Questionnaire follows on the next page. Please follow the instructions below in completing the Questionnaire, the Budget and Funding Forms, and the Grant Agreement that follow. If you have any questions, please don't hesitate to contact us at 865-925-9906.

- 1) Type the application on 8 1/2" by 11" paper and include agency cover letter with contact information.
- 2) Fasten the application in a secure permanent manner.
- 3) Include in the Application two copies of the most recent audit or accounting report with a management letter.
- 4) Submit the original application and 4 copies.
- 5) Address the Application to:

Variety of Eastern Tennessee
Attn. Dena Pinsker
7132 Regal Lane
Knoxville, TN 37918

APPLICATION CONTENTS

Repeat the questions and answer them as you would for someone who is totally unfamiliar with your organization.

GRANT APPLICATION QUESTIONS

Mission and priorities

- 1) What is the purpose of your organization?
- 2) What services does your organization provide?
- 3) Describe exactly how you would use a fully funded Variety of Eastern Tennessee Grant?
- 4) If the purpose of equipment is proposed, describe the item and include a price quote on the vendor's stationery.

Community Served

- 5) Describe the indicators in the community that the services the organization provides are needed? Has there been independent research outlining the need? If so, to what extent can the need be met through services offered by your organization?
- 6) Describe the parameters of financial eligibility, if any, for the organizations services.

Human Resources

- 7) State the names and qualifications of staff persons with titles.
- 8) Does the organization depend on volunteer employees?

Financial Resources

- 9) List separately each of the organization's corporate, foundational or government funding sources.
- 10) In addition to the funding sources listed above, is a local fundraising campaign held or is fund raising events held? Describe each.
- 11) If the organization is a current recipient, and *Variety* funds have leveraged its ability to obtain specific other resources (financial, in-kind etc.), describe them.

Program Management

- 12) List the names of members of the governing board or board of directors.
- 13) Describe how the organization will evaluate the effectiveness of services?

Proposed *Variety* Grant Program/Project:

- 14) Describe the specific results or milestones your organization expects to achieve using *Variety* funds.

Final Issue:

- 15) If there is anything else about the organization or proposed use of a *Variety* grant that the committee should know, provide a brief statement.

BUDGET FORM

Name of Organization _____ Fiscal Year ____ to ____

Please complete the following form on a grant year basis. If your organization operates on a fiscal year that does not comport with a calendar year, please indicate fiscal year start and end dates.

Expenses:	(A) Variety Program or project	(B) All other programs	(C) Total Budget (A+B=C)
A. Personnel Costs:	\$	\$	\$
Employees (No. ____)			
Benefits:			
Other:			
B. Non Personnel Costs			
Space			
Equipment			
Supplies			
Telephone			
Travel			
Training			
Capitol Expenditures			
Insurance			
Audit			
Contract Services			
Dues and Fees			
Other			
Transportation			
Other			
Other			
Other			
C. Total Expenses	\$	\$	\$

SOURCES OF FUNDING

Sources of Funding	(A) Variety Funded Program or Project	(B) All other Programs	(C) Total Budget (A+B=C)
1. 2006 Variety grant request	\$	\$	\$
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
Total Revenue			

GRANT AGREEMENT

If granted *Variety* funds, _____
agrees to:

- 1) Carry out the project described in the application
- 2) Report to the Executive Director of *Variety* on the progress of the project as required,
- 3) Return to *Variety* any funds not expended,

Date _____

Name of Applicant

Signature of Program Director

Signature of Board Member