

## Grant Request Guidelines

  
Tennessee Press Association Foundation, Inc.  
435 Montbrook Lane  
Knoxville, TN 37919

The Tennessee Press Association Foundation accepts grant applications throughout the year for consideration at a June annual meeting. Applications must be postmarked by April 15 to be considered for current year funding. The TPAF projects committee will review each application to verify that the request is in line with the Vision and Mission of the Foundation. The committee will present applications to the Board of Trustees who will choose to: decline, approve, defer, or request additional information. The majority of grants approved will be funded at the end of the Foundation's fiscal year on November 30<sup>th</sup>. You will be notified within three weeks of the meeting as to the outcome of your request.

To apply for a grant, please submit a written letter summarizing your organization and your proposed project along with the attached application form. Please make sure the letter includes the following:

- a) A description of your organization, a list of your Board members or project participants, and a description of the demographics of those served by your project.
- b) Describe how the requested funds are to be used and how the use fits in with the mission and vision of the Tennessee Press Association Foundation (see page three).
- c) A description of how you will evaluate the results of your project and/or program.
- d) Your commitment to present an evaluation of the project and/or programs results at the next regularly scheduled meeting of the TPAF Board of Trustees.

Please fax or mail your completed forms to:  
Tennessee Press Association Foundation, Inc.  
435 Montbrook Lane  
Knoxville, TN 37919  
865-584-5761 (phone)  
865-584-6513 (fax)

Tennessee Press Association Foundation, Inc. is a nonprofit 501(c)(3) charitable organization. Federal ID number 62-6136558. We do not disclose information that you provide us, such as your name, address, e-mail address, or telephone number, to any outside companies except for the use of completing a funding request that you initiate. In the event any TPA member newspaper is intended to share in the grant, any representatives of that newspaper or its parent company who are on the TPAF board will be asked to recuse themselves from deliberation and voting on action related to the grant.

Complete all sections and submit to:

Tennessee Press Association Foundation, Inc.  
435 Montbrook Lane  
Knoxville, TN 37919

In addition, please attach the following information:

1. A written request on the requestor's letterhead specifically stating the amount and purpose of money requested and how the money will be used (see requirements on page one).
2. A copy of an official program and/or agenda, if available.
3. A completed W-9 from the requesting institution/foundation.

Organization: \_\_\_\_\_

Organization Type:  Profit  501(c)(3) Non-Profit  Non-Profit

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Program Name: \_\_\_\_\_

Program Objective: \_\_\_\_\_

Program Location: \_\_\_\_\_

Program Date: \_\_\_\_\_

II. Grant Amount Requested \$ \_\_\_\_\_ Date needed \_\_\_\_\_

If grant is approved, make check payable to:

\_\_\_\_\_  
*(Must match name on W-9)*

Address: \_\_\_\_\_

Tax ID# (required) \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\* Completed paperwork should be mailed or faxed to (865) 584-6513.

\* Questions or Concerns may be directed to (865) 584-5761.

Staff use only – date application received:



**Tennessee Press Association Foundation, Inc.  
Request for Funding**

TPAF was organized in 1976 in part to receive and administer funds for the support of print journalism education scholarships, research and other similar activities designed to meet the needs of the newspaper profession in Tennessee, and for the sole and absolute purpose of enhancing and providing support for the newspaper profession in the State of Tennessee.

**Vision Statement**

*Promote optimal quality in Tennessee Press Association member newspapers by making educational opportunities available to all newspaper personnel and students, in related fields, in a socially, ethically, and financially responsible manner.*

**Mission Statement**

*Raise and disburse funds to enable the Tennessee Press Association Foundation to be valued, and recognized nationally, as a statewide provider of quality educational opportunities for the benefit of Tennessee Press Association member newspapers by:*

- Anticipating and meeting educational needs in the fields of journalism, first amendment issues, advertising, business, and technology;*
- Developing and promoting awareness of Tennessee Press Association member newspapers to the general reading public;*
- Promoting a work environment at Tennessee Press Association member newspapers conducive to producing high quality, nationally recognized, community newspapers and related products for our readers and advertising customers; and*
- Providing appropriate recognition of those Tennessee newspaper professionals who are selected for inclusion in the Tennessee Newspaper Hall of Fame.*

