



## Request for Proposals

### 2017 Community Contribution Program

The Covenant Health Knoxville Marathon has been a success due to the unbelievable support within the community. Each year the Covenant Health Knoxville Marathon (CHKM), the premier event of the Knoxville Track Club, sets aside funds for its community contribution program.

In an effort to support the community and to improve lives through healthy programs, the CHKM Advisory Committee will be accepting proposals for programs seeking funding from the community contribution program.

Projects should represent unique ideas, methods, and approaches that utilize physical fitness activities to:

- Improve quality of life in the community; or
- Promote healthy living practices; or
- Promote healthy eating habits in relation to physical activity; or
- Support current programs promoting physical activity (i.e. supplies, equipment, materials, or other similar items); or
- A combination of all of the above.

#### Eligibility:

- Eligible applicants include non-profits with 501(c)(3) non-profit status that serve Knox County or one of its eight contiguous counties.
- Regional government entities that are considered non-profit.
- Individuals, fundraising events, capital campaigns, endowments, memorials, or event sponsorships will not be considered.
- While not required, special consideration will be given to proposals offering a matching gift opportunity (i.e. applicant has secured funding to match the requested CHKM community contribution funds).
- Projects for one or more years will be considered.

**Amount of Award:** Applicants may submit proposals up to \$10,000. Multiple recipients may be chosen.

#### Timeline:

Proposal Due Date

August 1, 2017

Award Date

No later than September 30, 2017

## Proposal Instructions:

Applicants should submit an application with the following components:

- 1) Application Cover Sheet (blank form attached)
- 2) Proposal (8 copies if sending by mail, otherwise one copy sent via email). Proposal should be no more than three (3) pages total, explain the organization, its history, mission, key programs, and the program or project proposed. Clearly define the program or project. In the narrative, please be sure to explain the following:
  - a. Is the program or project new or ongoing?
  - b. If ongoing, how will it be sustained in the future?
  - c. Does the organization partner with other non-profit groups?
  - d. Describe volunteer and staff involvement.
  - e. Provide a budget narrative including how funds will be used. Note if matching funds are available and indicate source of those funds.
  - f. What are the expected outcomes? How will these outcomes be measured?
- 3) Include an additional page with a line-item budget for the program or project proposed. List other sources of funding pledged or received for the program or project.
- 4) Include copy of the organization's current fiscal budget, 2016 IRS Form 990 (or most recently filed 990 if 2016 form is not complete) and most recent independent audit.
- 5) Include a list of current board members and their professional backgrounds.
- 6) Provide proof of non-profit status (i.e. 501(c)(3) IRS determination letter)
- 7) Submit proposal, no later than August 1, 2017\*, to the following address:

Jason Altman, Executive Director  
[knoxvillemarathon@gmail.com](mailto:knoxvillemarathon@gmail.com) if sending via email

If sending via mail:  
Covenant Health Knoxville Marathon  
PO BOX 53442  
Knoxville, TN 37950

\*Packages must be postmarked by August 1, 2017. Any packages with a postmark after August 1<sup>st</sup> will not be considered.



# APPLICATION COVER SHEET



Organization \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Website \_\_\_\_\_

Amount Requested \_\_\_\_\_

Proposal request summary \_\_\_\_\_

\_\_\_\_\_

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Anticipated start date \_\_\_\_\_ Completion date \_\_\_\_\_