



St. Mary's Legacy Foundation  
of East Tennessee

*The St. Mary's Legacy Foundation of East Tennessee, Inc. provides direct support for  
Charity, Health Care and Education through Catholic organizations  
serving those in need in East Tennessee*

## ‡ GRANT INFORMATION ‡

The St. Mary's Legacy Foundation of East Tennessee, Inc., founded in 2011, seeks to assist the needy and vulnerable of East Tennessee by engaging in general charitable undertakings and endeavors, including but not limited to providing and supporting health care and health care education initiatives, counseling, shelter, nourishment, parochial and secondary education, spiritual education and enrichment, and undertaking other programs to relieve suffering and distress and to improve the human condition.

Grant requests will be considered **annually** using the following criteria:

- Relevance of the project to the mission of St. Mary's Legacy Foundation of East Tennessee Inc.
- Completeness of the application
- Availability of funds

**St. Mary's Legacy Foundation of East Tennessee, Inc. encourages applications for special projects and/or support for:**

- ❖ Charity, Health Care and Education

**St. Mary's Legacy Foundation of East Tennessee, Inc. will not normally accept requests for:**

- ❖ Fundraising activities
- ❖ Multi-year support (beyond two years)
- ❖ Support for projects outside of East Tennessee (Diocese of Knoxville territory)
- ❖ Support for a single individual

Grant monies awarded will be disbursed through the submission of a request form for reimbursement of expenses. However, consideration will be given to grant requests that require "seed" money to directly fund projects.

Applications must be submitted on the St. Mary's Legacy Foundation's Grant Application Form and post marked or delivered prior to **October 1<sup>st</sup>**.

Applicants will be notified by mail regarding the status of their application by **December 1<sup>st</sup>**.

The St. Mary's Legacy Foundation of East Tennessee, Inc. reserves the right to award grants at its sole discretion. Additionally, the Foundation reserves the discretionary right to deny grant monies for reimbursement of expenses claimed that are different than those the grant was awarded to fund.

### **Prerequisites for Consideration**

In order to be considered for funding by St. Mary's Legacy Foundation of East Tennessee, Inc., the organization seeking support must:

- ❖ Be an established 501(c)(3) Not-For-Profit organization or a subordinate of a parent organization who is established as a 501(c)(3) Not-For-Profit organization
- ❖ Be listed in the Official Catholic Directory (OCD) under the Diocese of Knoxville (or be a subordinate of a parent organization listed in the OCD under the diocese). If organization is not currently listed in the OCD, a letter signed by the Chancellor of the Diocese of Knoxville acknowledging request/approval for inclusion in the OCD will be sufficient.
- ❖ Have a project that will provide a direct benefit toward meeting the charitable, healthcare and educational needs of the people in East Tennessee (Diocese of Knoxville territory \*)
- ❖ Have submitted a formal application, using the provided St. Mary's Legacy Foundation of East Tennessee, Inc., grant application.
- ❖ Comply with and respect the teachings of the Catholic Church regarding faith and morals, especially as specified within the *Ethical Religious Directives for Catholic Health Care Services (Fifth Edition)* and magisterial documents related to bioethics.

\* See web site for counties we serve

### **How to Apply**

- ❖ Fill out the grant application form completely and submit **2 copies** of the application to the St. Mary's Legacy Foundation of East Tennessee, Inc. **E-mail** an electronic version to Paul Simoneau (psimoneau@dioknox.org)
- ❖ Electronic copies of the grant application form can be found at [www.stmarylegacy.org](http://www.stmarylegacy.org)
- ❖ Attach the following:
  - A copy of the page within the current Official Catholic Directory (OCD) on which your organization or your parent organization is listed
  - A copy of the organization's last three year-ending financial statements and current year-to-date financial statement
  - A list of the organization's leadership (e.g. Board of Directors and Officers)
  - A three year pro-forma may be requested for certain projects
- ❖ Mail to: St. Mary's Legacy Foundation of East Tennessee, Inc.  
805 Northshore Drive SW, Knoxville, TN 37919

### **For Additional Information Contact:**

Staff Administrator Paul Simoneau (865) 584.3307, email: [psimoneau@dioknox.org](mailto:psimoneau@dioknox.org)

The following instructions are provided to assist you with your grant application to the St. Mary's Legacy Foundation of East Tennessee, Inc. The application is intended to be short and simple. You are welcome to attach exhibits. *Note: Incomplete applications will not be considered.*

## ⚡ GRANT INSTRUCTIONS ⚡

### APPLICATION

#### I. Required Background Information:

Provide an abstract summarizing the objectives of your organization's request. We encourage you to address at a minimum the following (250 word limit):

- The mission of your organization
- The objectives of your project and how it serves a need in the community
- The impact of your project and how many people will be served or will benefit
- The amount that you are requesting and the total cost of the project

#### II. Project Description:

Please respond to each of the following areas (200 word limit per response)

- 1) Describe the project for which you are requesting financial support.
- 2) Specific Activities: Describe exactly what activities will take place, who will participate, when and where it will happen, how long it is expected to continue, and what the expected outcome will be.
- 3) Description of Need: Explain the issue that this request addresses, why it is important, and who will benefit.
- 4) Goals and objectives of this request: Describe how this grant will help our community, strengthen the organization, address the issue, make improvements or achieve success.
- 5) Describe the experience your organization has had in carrying out similar projects and why the organization is capable of success.
- 6) St. Mary's Legacy Foundation of East Tennessee, Inc. may provide seed money for worthwhile new projects. Describe how you will continue to support this project after the initial grant.
- 7) If the grant requested is only a portion of the total funds required for the successful execution of the project, please provide a comprehensive plan outlining additional sources of funding and how those will be secured.
- 8) Evaluation: Describe the anticipated outcomes and how will you know if you are successful. What metrics will you use to measure success?
- 9) Describe the ways you will recognize contributors to the project.
- 10) Other: provide any additional information you feel is relevant to the request that has not been covered above.