



## COMMUNITY CHURCH AT TELLICO VILLAGE

*Cultivating believers, disciples and servants to transform our community and world for Christ.*

Dear Applicant,

Thank you for your interest in applying for grant funding from the Community Church at Tellico Village (CCTV). We are an interdenominational fellowship whose mission is to *“cultivate believers, disciples, and servants to transform our community and world for Christ.”*

The CCTV Endowment Fund makes grants to tax-exempt organizations covered by the IRS Code, Section 501(c)(3) whose purposes align with our mission. These grants are awarded for projects categorized as one or more of the following: urgent (immediate need); one-time request; starting new mission initiative; or expansion of existing services. We will be looking for alignment with our church’s mission and values as we evaluate all applications.

Our **2024 CCTV Endowment Fund Grants** cycle follows:

- **August 1<sup>st</sup>** – Application process opens. Grant application documents can be found on our website at [tellicochurch.com](http://tellicochurch.com). Then click “Serve”, “Endowment”, “Grant Application Process”, and “Non-profit Grant Application”.
- **September 11<sup>th</sup>** – All applications must be received via mail or email by **4:00 p.m. EDT** on this date.
- **October 31<sup>st</sup>** – All applicants will receive email notification of their status – either award granted or not funded.

Please read the Frequently Asked Questions (FAQ) pages for complete instructions for this funding opportunity. For further information or questions, email [grants@tellicochurch.org](mailto:grants@tellicochurch.org). All correspondence will be done via this email address, so there is no need to call the CCTV Church Office. This email address will be closely monitored throughout the Endowment Fund Grant cycle.

The Community Church at Tellico Village is grateful for your interest in partnering with us. Thank you in advance for your efforts at joining together to serve all of God’s people!

CCTV Endowment Team



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### 2024 Endowment Fund Grant Application FREQUENTLY ASKED QUESTIONS (FAQ)

#### 1. What ministries/organizations may apply for funding?

The Community Church at Tellico Village's (CCTV) mission statement is: *Cultivating believers, disciples, and servants to transform our community and world for Christ.*

We work toward development of an inclusive community through our community service, by providing opportunities for teaching and learning, and promoting strength and unity for all God's people through ecumenical outreach. We also recognize that support of the arts is a positive experience that provides creative self-expression and enrichment through use of God-given talents. These are our values.

Any 501(c)(3) organization that works to serve in any of these capacities is eligible to apply for a CCTV Endowment Fund Grant. Examples include: supplemental food and clothing, support for those in abusive situations, assistance in meeting everyday needs (health, dental, housing, etc.), or access to specific services – any organization that serves to help people reach their highest potential meets our criteria as a ministry partner. We will be looking for alignment to our church's mission and values as we evaluate all applications.

#### 2. How do we apply for funding awards?

Our **2024 CCTV Endowment Fund Grants** cycle follows:

- **August 1<sup>st</sup>** – Application process opens. Grant application documents can be found on our website at [tellicochurch.com](http://tellicochurch.com). Then click "Serve", "Endowment", "Grant Application Process", and "Non-profit Grant Application".
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### **3. What about the Justification for Request attachment?**

#### **This is the most important part of the application!**

The list of questions in this section of the application gives you the chance to clearly tell us who you are, what you are trying to accomplish, who you serve, how you serve, and how you plan to use these funds if your organization is awarded a grant.

You have up to **4 pages** to answer these questions – be sure to provide details as to WHY your organization or ministry is needed – statistics that support the need for your services are always important. It doesn't have to be that long, but the questions need to be answered thoroughly. We also want to know that you are thinking ahead – how will you keep this ministry going? Do you have other funding sources that help to support what you do? We know that collaboration with other agencies/ministries/organizations can help stretch dollars and avoid duplication of efforts. Working together helps everybody!

### **4. What if my organization does not have some of the required documents?**

Most organizations that have been serving our area for some time will have all the documentation needed to demonstrate their non-profit status and fiscal responsibility. If your organization is newly formed and does not currently have this documentation, provide an explanation and a timeline as to where you are in your process of certifying your non-profit status.

### **5. How do we submit our application for grant funding?**

The completed application package will include the 2-page application cover, the Justification for Request (up to 4 pages), and all required support documents. Incomplete applications will not be considered for funding.

You may submit your completed application package to the Community Church at Tellico Village by the following methods:

- Scan and email all documents to [grants@tellicochurch.org](mailto:grants@tellicochurch.org)
- Mail all documents in one package to CCTV Endowment Fund Grants, 130 Chota Center, Loudon, TN 37774. Do not use notebooks.

All applicants will be sent an email receipt acknowledging that we received your application package.

### **6. When will we know if we are approved for funding?**

No applications will be accepted after 4:00 p.m. EDT on Wednesday September 11, 2024. The CCTV Endowment Team will carefully evaluate and score all submitted applications during the month of October. Announcement of awards will be sent electronically to all applicants by October 31, 2024, both those that are awarded and those who were not successful in the funding competition.

### **7. What if we have questions or need additional information to complete our application?**

For further information or questions, email [grants@tellicochurch.org](mailto:grants@tellicochurch.org). All correspondence will be done via this email address, so there is no need to call the CCTV Church Office or contact our pastors or staff. This email address will be closely monitored throughout the Endowment Fund Grants cycle.



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### Endowment Fund Grant Application—2024 (External)

Organization Name	Registered 501(c)(3)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Tax ID Number (EIN)
Complete Mailing Address (street, city, state, zip)		
Primary Contact Person		Preferred Phone No
Email address		
Purpose / Mission Statement of Organization		
Website Address		
Other Social Media		
<b>PROJECT DESCRIPTION</b>		
Project Title		Total Dollars Requested
Nature of this request (check all that apply) <input type="checkbox"/> Urgent (immediate need) <input type="checkbox"/> One-time request <input type="checkbox"/> Starting a new mission initiative <input type="checkbox"/> Expansion of existing services		
<b>Justification for Request</b> —In a separate document (maximum 4 pages), provide answers to the following questions: <ol style="list-style-type: none"><li>1. How does this project support the Community Church at Tellico Village’s mission statement shown above?</li><li>2. What value will the planned project bring to the community and / or CCTV?</li><li>3. Describe the target population you will be serving through this project.</li><li>4. What geographic area (count(ies), town(s), city(ies)) will the project serve?</li><li>5. Is your proposed project filling a need that is currently lacking? Include any statistics that support the need for your request.</li><li>6. Describe any partners or organizations you plan to partner with on this project and include their contributions (promised, requested, or committed) and type of contribution (financial, in-kind, or volunteer services).</li><li>7. Provide any additional information that will help us to fully understand the details of your project.</li><li>8. How will the success of this project be measured?</li><li>9. Describe the organization’s plan for sustaining this initiative, including any other funding sources to be used.</li></ol>		



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### Endowment Fund Grant Application—2024

#### CERTIFICATION

This is a one-year grant cycle. If awarded funds, this organization will provide written reports as requested by CCTV until project completion. Should circumstances arise that grant funds cannot be used for the requested purpose, or not all funds are used, those funds will be returned to CCTV.

#### CERTIFICATION

I certify that the information supplied on this application is true to the best of my knowledge.

Signature of Applicant

Date

Position within the organization

#### SUBMITTING INSTRUCTIONS

All grant applications must be submitted by  
**4:00 P.M. EDT on Wednesday, September 11, 2024**

To apply, submit one copy of the completed grant application including Justification for Request and the following documents, as appropriate:

- List of current Officers and Board Members (or other equivalent governing body)
- Copy of organization brochure or other publications
- Copy of IRS verification of 501(c)(3) nonprofit status
- Copy of budget for this request
- Copy of organization's most recent fiscal year financial statement or audit

Return the completed application (hard copy or a scanned .pdf email attachment) to:

#### Community Church at Tellico Village Endowment Fund Grants

By mail:

130 Chota Center  
Loudon, TN 37774

Or

Electronically via email:

grants@tellicochurch.org

**Note:** *The church office is unable to accept grant applications. Only mailed or emailed applications will be accepted. An acknowledgement of your completed grant application will be sent by email.*

*Have questions or need additional information?  
Email: Grants@tellicochurch.org*