KNOX COUNTY
GRANTS & COMMUNITY DEVELOPMENT
DEFINED SERVICE PROGRAM
NOTICE OF FUNDING OPPORTUNITY

PURPOSE

Knox County Grants and Community Development (KCGCD) is pleased to announce the Fiscal Year 2026 through Fiscal Year 2028 grant application for the Defined Service Program.

Funding for this program is provided by Knox County's General Fund and Hotel/Motel Tax Fund. The purpose of the grant is to allocate County funds in a responsible and effective manner to support nonprofit programs within our community. These programs should be efficient, well-managed, and accountable, ensuring they represent a prudent investment of taxpayer dollars.

Knox County seeks to address the needs of County residents and invest in opportunities that allow them to thrive in an engaged and vibrant community. A Defined Service refers to a program or service offered to residents that the Knox County Government would otherwise need to provide if the program did not exist.

PROGRAM PERIOD

The program period will be July 1, 2025 – June 30, 2028. Contracts will initially be for Fiscal Year 2026, with the option to renew for two additional years, pending budget approval from Knox County Commission. Extensions will occur one year at a time for a total of three years.

AVAILABLE FUNDING

The County expects to fund multiple projects and asks that applicants consider this while developing their funding request. Funding requested in the application should be for one year. In Fiscal Year 2025, Knox County allocated $1,823,250 in Defined Service Program funds to non-profit organizations.

Funding will be provided only as reimbursements and is dependent on meeting all reporting requirements. If Knox County does not allocate funds to the awarded agency in any fiscal year, or if there aren't enough funds, the Defined Service Program contract will end once the previously allocated funds are expended or at the end of the current fiscal year, whichever happens first. In such cases, neither party will have any further obligations to each other.

ELIGIBILITY REQUIREMENTS

ORGANIZATION REQUIREMENTS

Knox County is seeking applications from experienced organizations actively engaged in addressing community needs. Eligibility requirements include:

1. The organization must be located within and serving residents of Knox County.

2. The organization must have a Unique Entity ID (UEI) and be registered within the Federal System for Award Management (SAM) database at https://sam.gov.

3. The organization must be an incorporated non-profit entity registered with the TN Secretary of State and listed as *"Active"* at https://tnbear.tn.gov/Ecommerce/FilingSearch.aspx .

ELIGIBLE PROGRAMS

- Children & Youth Services
- Community Services
- Economic Development
- Education Services
- Health Services
- Legal Services
- Senior Services
- Social Services
- Tourism, Travel, and/or Hospitality Industry Promotion
- Veteran Services
- Workforce Development

KCGCD CONTACT INFORMATION

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Community Relations Manager
Knox County Grants and Community Development
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grants@knoxcounty.org
https://www.knoxcounty.org/communitydevelopment/

KEY DATES

ACTION	DATE
Funding Announcement Release	January 15, 2025
Online System Opening Date	January 15, 2025
Application Workshop	January 22, 2025 @ 9:30 a.m.
Final Date to Submit Application	February 9, 2025, at 11:59 p.m.
Anticipated Grant Start Date	July 1, 2025

APPLICATION PROCESS

Applications are submitted online through the Neighborly software portal utilized by KCGCD for subrecipient and contract management. Applicants may access the KCGCD grants management website at https://knoxcounty.org/communitydevelopment/ or https://portal.neighborlysoftware.com/knoxcountytn/participant#.

Existing subrecipients may log in using their current credentials. New applicants must register for the portal. Neighborly registration information is included at the end of this notification.

APPLICATION WORKSHOP

KCGCD will provide an Application Workshop at **KCGCD's office, 405 Dante Road, Knoxville, TN 37918**. The workshop will go over accessing the Neighborly system, eligibility, and funding priorities. There will also be time for potential applicants to ask any questions they may have. Persons requiring special assistance or accommodation should contact KCGCD at 865-215-5253 at least three days before the public meeting.

January 22, 2025
9:30 a.m.-10:30 a.m.

Those who are unable to attend in-person may attend virtually by registering on Zoom: https://knoxcounty.zoom.us/meeting/register/tJYpf-qpqTgrH9YpAun51hWeD3h_vcnUpAAL

REQUIRED DOCUMENTS FOR SUBMISSION

- Articles of Incorporation and By-Laws
- Conflict of Interest Disclosure *(downloaded from application, must be completed by Executive Leadership and all Board Members)*
- Current List of Board of Directors with term dates
- Most recent IRS 990 or Audited Financial Statement
- Organizational Chart
- 501(c)3 Tax Exemption Letter/Non-Profit Determination
- Most recent TN State Annual Report (*per TN Code § 5-9-109 (2023)*)
- Title VI Agency Certifications *(downloaded from application)*
- Salary information for the CEO & next highest paid employee *(per Knox County Ordinance No. O-92-5-102, § 1, 7-27-92)*
- Screenshot of active SAM.gov registration

SUGGESTED DOCUMENTS FOR SUBMISSION

- Impact Reports
- Brochures
- Client Satisfaction Surveys
- Letters of Support

- Leveraged Funds Documentation
- Program Evaluation Templates

SELECTION PROCESS

Application Screening: KCGCD will screen all applications to ensure that they meet the requirements included in the funding announcement.

Application Review: A curated panel will review applications to understand the overall demand and effectiveness of the program, utilizing the scoring rubrics included in this notification.

Final Decisions: KCGCD will consider rankings along with other factors to make final funding decisions. Other factors may include cost effectiveness, overall funds availability, county government priorities and strategies, federal or state regulations, community need, geographic distribution, balance of focuses and approaches, or other relevant factors. KCGCD may not fund all applications or may only award a portion of the amount requested. If funding requests exceed available funds, KCGCD may ask applicants to revise projects to a more limited focus.

Final Knox County Approval: Approval of any funding provided through Knox County is ultimately the decision of the County Mayor, with final approval provided by Knox County Commission.
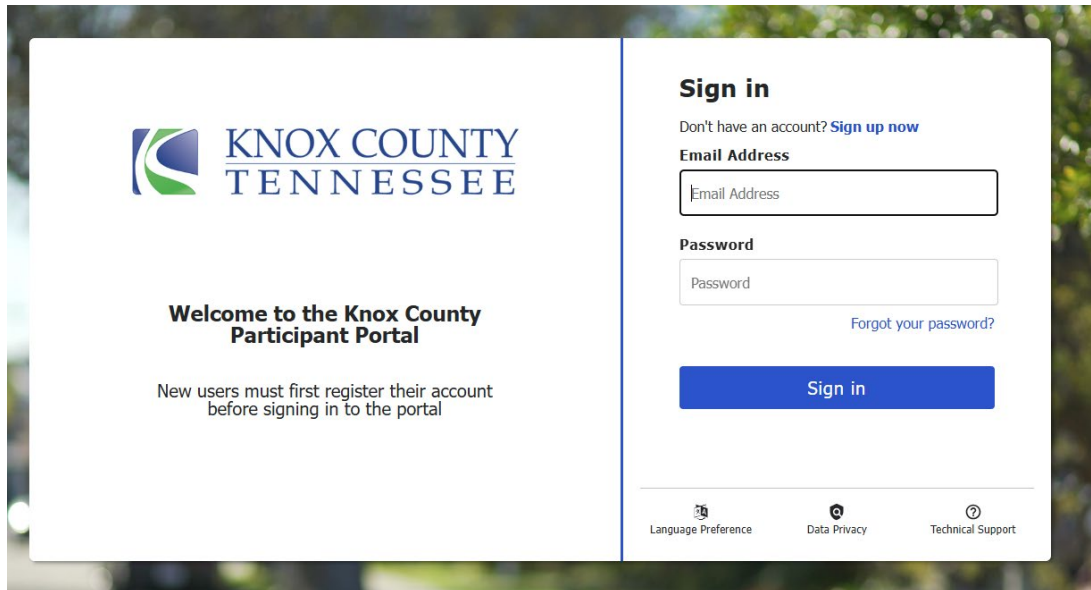
REPORTING REQUIREMENTS

Those selected for funding will be required to complete quarterly reports and reimbursement requests through KCGCD's online grant reporting system, Neighborly. Goals and performance indicators will be set for each contracted program.

ACCESSING AND REGISTERING FOR NEIGHBORLY

ACCESSING THE PORTAL

Neighborly Software is accessible via any internet connected device. The recommended browser is Google Chrome but will work with any modern web browser (i.e. Internet Explorer v10+, Firefox, Safari).
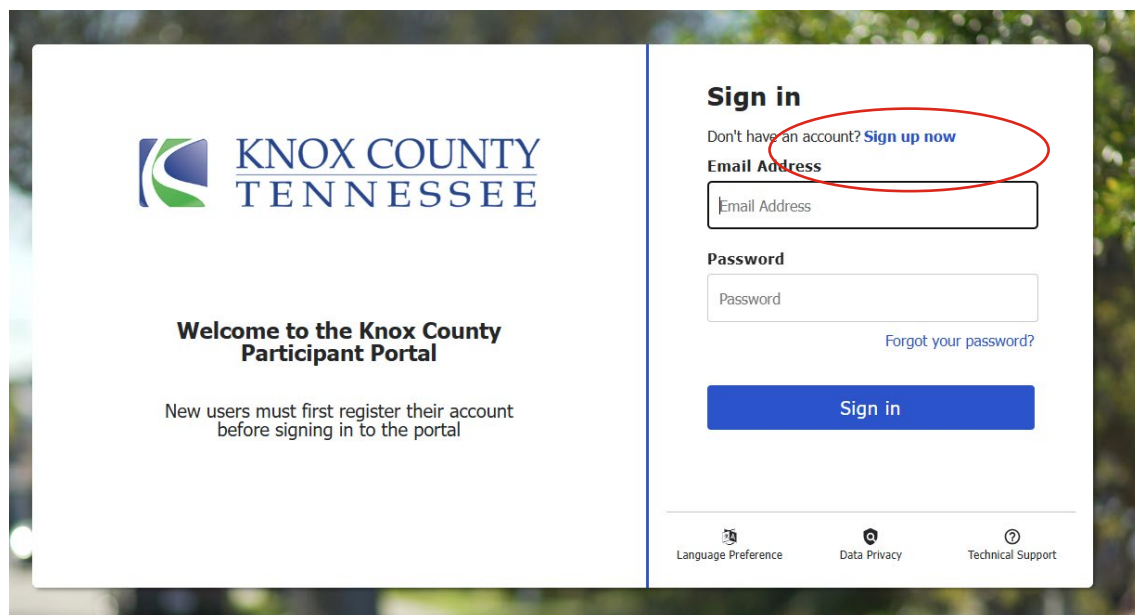
Application Portal Link: https://portal.neighborlysoftware.com/knoxcountytn/participant#
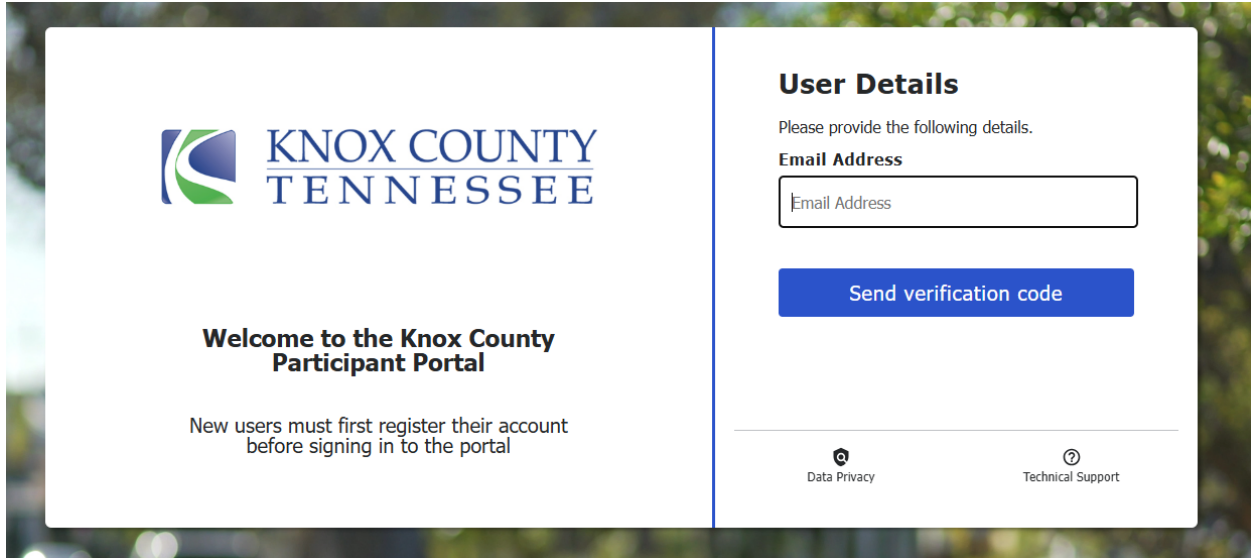
CREATE YOUR ACCOUNT

When you access the Portal for the first time, you'll need to sign up for an account by clicking on the *Sign up now* link. The registration process will create a username (which is your work email address) and password that will be used for future logins. The email address you choose will also be used for system emails/notifications. For security purposes, the system will validate that you own the registered email address by sending an email with a validation link.

Note: If you do not receive the system email within 2 minutes, check your spam or bulk mail folder. If the email appears in that folder, you should right click on the email to indicate "Not Junk" or "Not Spam" to ensure you receive any other system notifications.
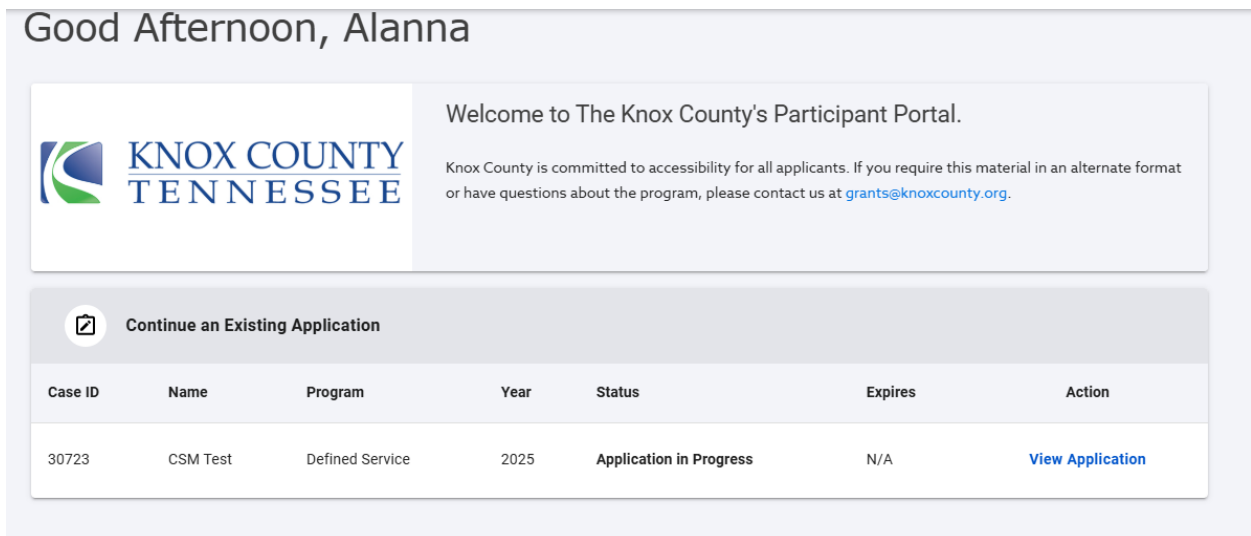
LOGGING IN

Once your account has been registered, you may login (using the same link above) by entering the email address and password used during registration. By checking "Remember Me?", your web browser will remember your email address for future logins (depending on browser and security settings).

GRANT APPLICATION SCORING RUBRIC

KNOX COUNTY TENNESSEE
GRANTS & COMMUNITY DEVELOPMENT

Scoring Criteria	5 points Exemplary Response	4 Points Exceeds Requirements	3 Points Meets Requirements	2 Points Minimum Response	1 Point Unsatisfactory Response	0 Points No response
Proposal provides clear evidence that the agency has the capacity and experience to successfully implement the program/project.						
Proposal clearly describes a well-designed program/project created to meet a significant need and includes the supporting details necessary to adequately evaluate the proposal.						
Proposal justifies the need for the program/project with relevant data and/or research.						
Program/project strongly aligns with the grant program utilized for funding and meets all requirements of the funding agency.						
Program/project supports Knox County's commitment to creating opportunities for everyone to thrive in an engaged and vibrant community.						
Proposal outlines clear and reputable methods for evaluating the program/project's impact and success.						
Proposal includes a detailed plan for incorporating feedback for continuous improvement.						

Proposal demonstrates that the agency promotes equitable outcomes through its program/project by implementing strategies designed to ensure fair and inclusive access.					
Proposal includes a budget request that demonstrates a financial need in a way that is detailed, realistic, allowable, and justified.					
Proposal demonstrates an efficient use of available resources to maximize impact of the program/project.					
Proposal includes evidence that the program/project is sustainable beyond Knox County's support. This may include leveraged funds and collaboration with other organizations.					
Total Score					

SCORING GUIDE

5: Exemplary Response- The application exceeds the criteria with exceptional detail and compelling information.

4: Exceeds Requirements- The application meets the criteria well with detailed and comprehensive information.

3: Meets Requirements - The application adequately meets the criteria with clear and sufficient information.

2: Minimum Response - The application partially meets the criteria but lacks some important details or clarity.

1: Unsatisfactory Response - The application minimally addresses the criteria with insufficient detail or clarity.

0: No Response- The application does not address the criteria or lacks any relevant information.