



## Tennessee Association of Community Leadership

*Tennessee Association of Community Leadership (TACL) serves as a resource that builds, supports, and enhances community leadership development in each county across the State of Tennessee.*

### Leadership Program Funding

The Tennessee Association for Community Leadership (TACL) Board of Directors has allocated money for leadership programs. The funds are offered to strengthen leadership programs across the state.

Application deadline is September 23rd. All applications are carefully reviewed and voted on by the TACL board and announced at the State TACL Conference in the fall.

1. The Leadership Program Funding Committee has voted to consider up to \$500 for a single county/program.
  - Requests for funds under this program must include a one-to-two (1:2) dollar match.
  - One to two dollar match means the applicant must cover at least one-third the cost of a project or program.
  - A \$250 match would be eligible for \$500 to provide a \$750 program funding opportunity.
  - Only TACL dues paying members are eligible for funding to be used the next calendar year (January 1 - December 31).
  - Should there be a large project that would benefit more than one county, a larger amount up to \$750 will be considered (requiring a \$375 match).
  - In-kind contributions cannot be used for matching purposes.
2. All requests for funding must be for elements that are focused on Leadership as defined by the organization's mission statement.
  - Funds may be used for the expansion or promotion of a current program or the creation of a new one in order to attract new audiences, participants and/or visitors.
  - The board would consider requests for youth programs, keynote speakers, web site development and other new programs or initiatives the local leadership program would want to bring to its community.
  - The board will not consider requests for brochures, computer hardware, pageants, prizes, rental of equipment for events, salaries or administrative expenses such as travel and registration fees for conferences or seminars.
3. The full TACL Board of Directors will review and vote on all requests. If all the funding has not been awarded at the Fall TACL Conference, additional applications will be accepted.
4. Only documented expenses are eligible to be matched.
5. Sufficient information for the funding request must be provided with the application or the committee will save that request until the next meeting.
  - For consideration of the funding, a detailed written description of how the funds will be used must be submitted with the completed request for funding application form. The more documented the request, the better its chances of receiving the requested dollars.
  - The purpose of the funding should be clearly stated and focused on how it will enhance your leadership program.
6. Upon approval of the application, a letter will be sent to the applicant informing him/her of the status of the application.
  - Documentation and proof of all expenditures of funding must be submitted to the committee at the close of year.
  - The Leadership program funding money is audited each year and the auditors must be provided with proof that the activity took place.

Documentation for each request must be received by TACL in order to receive payment. All funds must be used within the designated calendar year (January 1- December 31).



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## Leadership Program Funding Application

**Instructions:** Applicants must be a dues paying member of the Tennessee Association of Community Leadership (TACL). Only one request per membership will be funded. If you are not a member, membership forms are available on our website, [www.leadershiptennessee.com](http://www.leadershiptennessee.com).

On a separate sheet, please provide a detailed description of the purpose of the funds and how the funding would promote leadership in your area. Provide an estimate of the cost with as many details as available. Those receiving the Leadership Program Funding will need to submit detailed documentation: receipts, read/review the **Leadership Program Funding Guidelines** carefully and be sure that your request meets these requirements. If you have any questions, please email Judy Renshaw, [TACLResources@gmail.com](mailto:TACLResources@gmail.com), TACL Executive Director. The below form can be filled in and then printed.

Name of Leadership Program Applying: *(Must be a TACL Member)*

\_\_\_\_\_  
Description of how funding will be used:

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

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

City \_\_\_\_\_ State: TN Zip \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

Telephone Number: (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Return to be received by September 23rd to:

**Tennessee Association of Community Leadership**

C/O Virginia Grimes, UT Martin, 314 Administration Building, Martin, TN 38238

Phone: 731-881-7298, FAX: 731-881-7019, [vgrimes@utm.edu](mailto:vgrimes@utm.edu). Complete form, print and either drop it in the mail or scan and email.

**Note:** if you are a recipient in the current year you are ineligible to reapply the following year.