

Grant Request Guidelines

Tennessee Press Association Foundation, Inc.
435 Montbrook Lane
Knoxville, TN 37919



The Tennessee Press Association Foundation accepts grant applications twice a year prior to their regular scheduled meetings. Applications must be postmarked by January 1 to be considered for the Winter Convention meeting, and postmarked by May 1 to be considered at the Summer Convention meeting. The TPAF projects committee will review your application to verify that your request is in line with the Vision and Mission of the Foundation. The committee will present your application to the trustees who will choose to: decline, approve, defer, or request additional information. The majority of grants approved will be funded at the end of the Foundation's fiscal year on November 30th. You will be notified within three weeks from the meeting of the outcome of your request.

To apply for a grant, please submit a written letter summarizing your organization and your proposed project along with the attached application form. Please make sure your letter includes the following:

- a) A description of your organization, a list of your Board members or project participants, and a description of the demographics of those served by your project.
- b) Describe how the requested moneys are to be used (see additional information needed on page 2) and how the use fits in with the mission and vision of the Tennessee Press Association Foundation (see page three).
- c) A description of how you will evaluate the results of your project and/or program.
- d) Your commitment to present your evaluation of the project and/or programs results at the next regularly scheduled meeting of the TPAF Board of Trustees.

Please fax or mail your completed forms to:
Tennessee Press Association Foundation, Inc.
435 Montbrook Lane
Knoxville, TN 37919
865-584-5761 (phone)
865-584-6513 (fax)

Tennessee Press Association Foundation, Inc. is a nonprofit 501(c)(3) charitable organization. Federal ID number 62-6136558. We do not disclose information that you provide us, such as your name, address, e-mail address, or telephone number, to any outside companies except for the use of completing a funding request that you initiate. In the event any TPA member newspaper is intended to share in the grant, any representatives of that newspaper or its parent company who are on the TPAF board will be asked to recuse themselves from deliberation and voting on action related to the grant.



Tennessee Press Association Foundation, Inc.
Request for Funding

Vision Statement

Promote optimal quality in Tennessee Press Association member newspapers by making educational opportunities available to all newspaper personnel and students, in related fields, in a socially, ethically, and financially responsible manner.

Mission Statement

Raise and disburse funds to enable the Tennessee Press Association Foundation to be valued, and recognized nationally, as a statewide provider of quality educational opportunities for the benefit of Tennessee Press Association member newspapers by:

- Anticipating and meeting educational needs in the fields of journalism, first amendment issues, advertising, business, and technology;*
- Developing and promoting awareness of Tennessee Press Association member newspapers to the general reading public;*
- Promoting a work environment at Tennessee Press Association member newspapers conducive to producing high quality, nationally recognized, community newspapers and related products for our readers and advertising customers; and*
- Providing appropriate recognition of those Tennessee newspaper professionals who are selected for inclusion in the Tennessee Newspaper Hall of Fame.*