

## **Community Grant Application Guide**

Please use this application guide to create a complete community grant application in a Word document. Once completed, email your full application to Sydney Birdwell – [sbirdwell@twinlakes.net](mailto:sbirdwell@twinlakes.net) or you may mail your application to:

**Twin Lakes**

**Attn: Sydney Birdwell**

**P.O. Box 67 Gainesboro, TN 38562**

Twin Lakes will submit the application on your behalf. The application guide has the exact questions that will need to be answered. Applications must be submitted through Twin Lakes.

**\*This application will automatically be submitted for review for the 2025 Twin Lakes Difference Grant.**

The Twin Lakes Difference Grant Guidelines are as follows:

- Requested funding shall be awarded to one qualifying organization and/or entity per physical location, once every 3 years
- Qualifying organizations and/or entities shall only be a recipient of funding once per requested project
- Requested funding must be used for technology and/or broadband focused projects
- Grant does not award funding to individuals or for-profit businesses
- Grant recipients may be required to provide proof of purchase for items or services funded through the grant

The Twin Lakes Difference Grant recipients will be awarded in December.

### **Grantee Organization Information**

1. Organization Name:
2. Mailing Address:
3. Mailing Address City:
4. Mailing Address State:
5. Mailing Address Postal Code:
6. Organization Phone Number:
7. Organization Email Address:
8. Organization's Point of Contact (First/Last Name):
9. Point of Contact's Title:
10. Point of Contact's Email Address:
11. Point of Contact's Phone Number:
12. Brief explanation of organization's history, goals, and objectives:
13. Is the organization you are applying on behalf of a registered 501©(3) nonprofit, a school, or a local government institution (e.g. Fire Department, Police Department, etc.)  
  
Yes or No

- Please review the following list and respond to the question below:
  - Overhead Expenses (salaries, rent, utilities, insurance)
  - Individuals
  - Pass-Through Funding (scholarships, re-granting)
  - Seed funding or projects that have not yet secured at least 75% of the required funds for completion
  - Conferences, Events, Travel and Staff Training
  - Membership or Dues-based programs
  - International Organizations
  - Lobbying and Political Programming
  - Religious Activities or Resources
  - Infrastructure/Building Campaigns
  - Security Cameras
  - Capital Campaigns or Endowments
  - Vehicles
  - Digital Signage
  - Event Sponsorships
  - Community Food Programs
  - Debt Reduction Efforts
  - For-profit Businesses

Are you requesting a grant for any of the above? Yes or No

14. Has the community organization received an FRS Community Grant within the past two years?  
Yes or No

15. Which category does your application fall under? Business and Economic Development, Education and Workforce, Health and Wellbeing, or Public Service and First Responders

16. Provide a one-sentence executive summary of the project by completing this sentence:

***The organization will use the FRS grant to...***

17. Identify the problem to be addressed and the needs to be met by the project.

18. Describe the goals and overall impact of the project.

19. Why is your organization the best to address the challenge? Are you working with other organizations in your community to complete the project?
20. What is the estimated number of people your project will affect?
21. What is the timeline for your project? (When will the project start and end? Please use MM/YYYY - MM/YYYY format.)
22. What metrics and/or data will you use to measure impact and success?
23. Is the project sustainable? Will the project continue after year one? How?
24. Excluding funding, what are some anticipated barriers to project completion?
25. Requested grant amount (maximum amount is \$5,000)?
26. How much is the total project? If the project is more than \$5,000, how will the project be fully funded?
27. Provide a budget for the project, outlining what the funds will be spent on with as much detail as possible (you will not be required to purchase identified materials if alternatives are identified that complete the task). List other financial contributors to the project or other financing sources or strategies that you are developing. **Please upload file for this question.**
28. Supporting Documentation Upload any additional supporting documents.