



Commission on  
**Aging & Disability**

**Request for Proposals:**

*Tennessee Senior Center Grants*

**Issued June 2023**

For more information, please contact:

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## **Grant Overview**

### Background

The Tennessee Commission on Aging and Disability (TCAD) is the designated State Unit on Aging (SUA) and is mandated to provide leadership relative to aging issues on behalf of older persons in the state. Our mission is to bring together and leverage programs, resources, and organizations to protect and ensure the quality of life and independence of older Tennesseans and adults with disabilities.

TCAD has received a non-recurring allocation of one million dollars (\$1,000,000) from the Tennessee General Assembly ([House Bill No. 1545, item 17, page 11](#)) to distribute to senior centers across the state through a competitive grant process. Through this process, a scoring metric will be used to distribute these funds in support of the vital work senior centers do to assist older adults across Tennessee have access to resources, activities, and social connection.

### Request for Proposals

TCAD is seeking proposals from senior centers across Tennessee that describes how the senior center intends to use the funding, if awarded, for improvement of and benefits of the senior center and the participants. These funds are non-recurring which means funds are not guaranteed on an annual basis.

## **Funding**

### Awards Amounts

TCAD will award grants in the amount of eight thousand dollars (\$8,000) each to one hundred and twenty-five (125) individual senior centers across Tennessee. These grants will be competitive. Not all applications will receive funding. All grant recipients must expend all grant funds by **September 30, 2024**.

### Register with the State

If a senior center is not currently a supplier with the State of Tennessee, TCAD strongly recommends that the senior center register as soon as possible. To register as a State of Tennessee supplier, please use the link below and click "Register as a Supplier" in the middle section of the webpage.

- [Register as a Supplier](#)
- [Supplier Guide: Registering to do Business with the State of Tennessee](#)

### Direct Deposit

For any senior center that does not have direct deposit set up with Edison Maintenance through the State, it is strongly recommended that an application is completed as soon as possible using the link below. This will allow for the funds to be distributed to award recipients quickly and efficiently.

- [Edison Maintenance Direct Deposit form and instructions](#)

## Application Eligibility and Logistics

### Eligibility

For the purpose of this grant, a senior center must be: 1) a single purpose agency with programs and activities designed and operated only for the benefit of adults aged 60 and over; or 2) a multi-purpose agency with a broad spectrum of services, which shall include provision of health, social, nutritional, and educational services and the provision of facilities for recreational activities for adults aged 60 and over. All senior centers in the state of Tennessee that meet this definition are eligible and encouraged to apply for this funding opportunity.

It is encouraged that funding be used to support goals such as, but not limited to:

- 1) Capital Projects (building improvements, equipment, etc.)
- 2) Outreach and Education
- 3) Programming/Activities
- 4) Routine Operating Expenses

### Funding Limitations

Funding may **NOT** be used for:

- 1) Anything associated with Bingo
- 2) Purchase of gift cards
- 3) Staff training

### Grant Timeline

Date	Action
<b>June 12, 2023</b>	Request for Proposal available for review
<b>June 21, 2023 (10:00am CST/11:00am EST)</b>	<b>**Informational Session</b>
<b>July 5, 2023</b>	Start date for applications to be submitted
<b>August 4, 2023 (4:00pm CST/5:00pm EST)</b>	Deadline for applications to be submitted
<b>August 14, 2023 (4:00pm CST/5:00pm EST)</b>	Anticipated date for Notice of Awards
<b>Fall 2023</b>	Contracts to grantees to sign
<b>Winter 2023/2024</b>	All funding distributed to grantees
<b>March 29, 2024</b>	Mid-Term Report due (template will be provided)
<b>September 30, 2024</b>	All funding must be spent by grantees
<b>October 31, 2024</b>	Final Report due (template will be provided)

**\*\*An informational webinar will be held for interested parties on **Wednesday, June 21<sup>st</sup>** at **10:00a CST (11:00a EST)**. The webinar will be recorded and posted on the [Tennessee Commission on Aging and Disability's YouTube Channel](#) within two (2) days. Webinar information can be found below or email Sidney Schuttrow at [Sidney.Schuttrow@tn.gov](mailto:Sidney.Schuttrow@tn.gov) for additional details.**

Webinar Link - [Click here to join the meeting](#)

### Application Requirements

All applicants are required to complete the Senior Center Grant Application using the enclosed application or electronically using the [Electronic Senior Center Application](#). The application includes the following items that **MUST** be submitted to be eligible for funding:

- 1) Name of Senior Center
- 2) Type of Entity (How the senior center is registered through the Secretary of State)
  - a. Nonprofit
  - b. City Government
  - c. County Government
- 3) Senior Center Physical Address  
Senior Center Mailing Address (if different than listed above)
- 4) County of Senior Center Location
- 5) Senior Centers Hours of Operation
- 6) Senior Center Contact (This person will be the primary contact and receive all grant correspondence)
  - a. First & Last Name
  - b. Title/Position at the Senior Center
  - c. Email Address
  - d. Phone Number
- 7) Authorized Signatory (Person authorized to sign contracts on behalf of the center)
  - a. First & Last Name
  - b. Title/Position at the Senior Center
  - c. Email Address
  - d. Phone Number
- 8) Grant Goals
  - a. Capital Projects (building improvements, equipment, etc.)
  - b. Outreach and Education
  - c. Programming/Activities
  - d. Routine Operating Expenses
- 9) Project Narrative (500 word maximum)
- 10) Letter of Support from State Representative (See Appendix D for a sample letter)
- 11) Letter of Support from State Senator (See Appendix D for a sample letter)
- 12) Copy of Organizations W-9 form
- 13) Preferred Payment Method (If awarded a grant, select your preference on receiving grant funds)
  - a. Direct Deposit
    - i. Last 4 digits of the account number
  - b. Check Mailed
    - i. Attention to & address the check should be mailed to
- 14) Grant Agreement

**ALL** items listed above **MUST** be submitted to be considered a complete application. If any items are missing, the application **WILL NOT** be considered for funding.

## Contract

All grantees will be sent a contract after receiving a Notice of Award (see grant timeline for more details). This contract **MUST** be signed by the authorized signatory listed on the Senior Center Grant Application before funding will be sent to the senior center.

## Scoring Metrics

Three (3) main scoring metrics will be used to determine total score for each grant submission. These metrics include:

- 1) 2023 Targeted Area ([Department of Economic and Community Development](#)) - See Appendix A for county breakdown.
  - a. 5 pts "Distressed"
  - b. 4 pts "At Risk"
  - c. 3 pts "Transitional"
  - d. 2 pts "Competitive"
  - e. 1 pt. "Attainment"
- 2) Estimated 65+ Population in 2023 ([Tennessee Department of Health, pg. 5-6](#)) – See Appendix B for county breakdown.
  - a. 5 pts 30% or higher
  - b. 4 pts 25-29.9%
  - c. 3 pts 20-24.9%
  - d. 2 pts 15-19.9%
  - e. 1 pt. 10-14.9%
- 3) Older Tennesseans Below Poverty Level data (based on [TCAD's 2022 State of Aging Profile](#)) - See Appendix C for county breakdown.
  - a. 5 pts 20-25%
  - b. 4 pts 15-19.9%
  - c. 3 pts 10-14.9%
  - d. 2 pts 5-9.9%
  - e. 1 pt. 0-4.9%

## Reporting Requirements

A report template has been created and will be provided to each grant recipient. This template will be completed twice during the grant cycle; once by **March 29, 2024 (Mid-Term)**, and once by **October 31, 2024 (Final)**. All grantees are required to submit the following information:

- 1) Narrative Summary about the impact the funding had on the center and the items/materials purchased;
- 2) Number of unduplicated people served;
- 3) Pictures of items, materials, programs, activities, etc. purchased using grant funds;
- 4) Financial receipts and description of purchase(s); and
- 5) If applicable, testimonials from center members about how the funding impacted their participation at the center.

# 2023 Senior Center Grant Application

1. Name of Senior Center \_\_\_\_\_

2. Type of Entity (How the senior center is registered through the TN Secretary of State)

- ☐ Nonprofit
- ☐ City Government
- ☐ County Government

3. Senior Center Physical Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, TN \_\_\_\_\_

Senior Center Mailing Address (if different than listed above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, TN \_\_\_\_\_

4. County of Senior Center Location \_\_\_\_\_

5. Senior Centers Hours of Operation

- a. Monday \_\_\_\_\_
- b. Tuesday \_\_\_\_\_
- c. Wednesday \_\_\_\_\_
- d. Thursday \_\_\_\_\_
- e. Friday \_\_\_\_\_

6. Senior Center Contact

**NOTE: This person will be the primary contact and receive all grant correspondence.**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Title/Position at the Senior Center \_\_\_\_\_

Email \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**7. Authorized Signatory**

**NOTE: This person is authorized to sign contracts on behalf of the senior center.**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Title/Position at the Senior Center \_\_\_\_\_

Email \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**8. Grant Goals (select all that apply)**

- ☐ Outreach / Education
- ☐ Routine Operating Expenses
- ☐ Capital Projects (building improvements, equipment, etc.)
- ☐ Programming / Activities

**9. Project Narrative (500 Words Maximum, attach separate page if needed)**

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**10. Letter from State Representative:** YES NO

**11. Letter from State Senator:** YES NO

**12. Included Organization's W-9 form:** YES NO

**13. Preferred Payment Method**

**NOTE: If awarded a grant, select your preference on receiving grant funds.**

**Only select one option:**

☐ **Direct Deposit**  
Last 4 digits of account number \_\_\_\_\_

☐ **Check Mailed**  
Address the check should be mailed:  
Attention to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, TN \_\_\_\_\_

## Grant Agreement

I \_\_\_\_\_, understand, if awarded a Senior Center Grant, all funds received from this grant must be used for the improvement and benefit of the above-mentioned senior center and must be expended by September 30, 2024.

\_\_\_\_\_

(Senior Center Contact's Printed Name)

\_\_\_\_\_

(Senior Center Contact's Signature)

\_\_\_\_\_

(Date)

**Appendix A – 2023 Targeted Area ([Department of Economic and Community Development](#))**

**5 pts Distressed**

Bledsoe  
Clay  
Cocke  
Grundy  
Hancock  
Hardeman  
Lake  
Morgan  
Perry  
Scott

**4 pts At-Risk**

Benton  
Campbell  
Carroll  
Carter  
Claiborne  
Decatur  
DeKalb  
Fentress  
Grainger  
Greene  
Hawkins  
Haywood  
Henderson  
Henry  
Houston  
Jackson  
Johnson  
Lauderdale  
Lawrence  
Lewis  
McNairy  
Meigs  
Monroe  
Overton  
Pickett  
Rhea  
Sequatchie  
Unicoi  
Union  
Van Buren  
Warren  
Wayne

**3 pts Transitional**

Anderson  
Bedford  
Blount  
Bradley  
Cannon  
Cheatham  
Chester  
Coffee  
Crockett  
Cumberland  
Dickson  
Dyer  
Fayette  
Franklin  
Gibson  
Giles  
Hamblen  
Hamilton  
Hardin  
Hickman  
Humphreys  
Jefferson  
Knox  
Lincoln  
Loudon  
Macon  
Madison  
Marion  
Marshall  
Maury  
McMinn  
Montgomery  
Moore  
Obion  
Polk  
Putnam  
Roane  
Robertson  
Rutherford  
Sevier  
Shelby  
Smith  
Stewart

**3 pts Transitional, cont.**

Sullivan  
Tipton  
Trousdale  
Washington  
Weakley  
White

**2 pts Competitive**

Sumner  
Davidson  
Wilson

**1 pt. Attainments**

Williamson

**Appendix B – Estimated 65+ Population in 2023** [\(Tennessee Department of Health, pg. 5-6\)](#)

**5 pts 30% or above**

Cumberland

**4 pts 25-29.9%**

Benton  
Clay  
Decatur  
Loudon  
Pickett  
Van Buren

**3 pts 20-24.9%**

Anderson  
Blount  
Campbell  
Carroll  
Carter  
Claiborne  
Cocke  
Crockett  
Fayette  
Fentress  
Franklin  
Giles  
Grainger  
Greene  
Grundy  
Hancock  
Hardin  
Hawkins  
Haywood  
Henry  
Houston  
Humphreys  
Jackson  
Jefferson  
Johnson  
Lewis  
Lincoln  
Macon  
Madison  
Maury  
Meigs  
Monroe  
Moore  
Obion  
Overton  
Perry  
Polk  
Roane  
Sequatchie  
Sevier  
Stewart  
Sullivan  
Unicoi

**3 pts 20-24.9% cont.**

Union  
Wayne  
Weakley  
White

**2 pts 15%-19.9%**

Bedford  
Bledsoe  
Bradley  
Cannon  
Cheatham  
Chester  
Coffee  
DeKalb  
Dickson  
Dyer  
Gibson  
Hamblen  
Hamilton  
Hardeman  
Henderson  
Hickman  
Knox  
Lake  
Lauderdale  
Lawrence  
Marion  
Marshall  
McMinn  
McNairy  
Morgan  
Putnam  
Rhea  
Robertson  
Scott  
Smith  
Sumner  
Tipton  
Warren  
Washington  
Wilson

**1 pt. 10%-14.9%**

Davidson  
Montgomery  
Rutherford  
Shelby  
Trousdale  
Williamson

**Appendix C – Older Tennesseans Below Poverty Level data (based on [TCAD's 2022 State of Aging Profile](#))**

**5 pts 20-25%**

Clay  
Lake  
Scott

**4 pts 15-19.9%**

Bledsoe  
Claiborne  
Decatur  
DeKalb  
Hancock  
Hardeman  
Haywood  
Henderson  
Lewis  
Macon  
Marshall  
Morgan  
Overton  
Trousdale

**3 pts 10%-14.9%**

Anderson  
Benton  
Bradley  
Campbell  
Cannon  
Carroll  
Carter  
Cocke  
Davidson  
Dickson  
Dyer  
Fentress  
Franklin  
Gibson  
Giles  
Grainger  
Greene  
Grundy  
Hardin  
Hawkins  
Henry  
Hickman  
Houston  
Humphreys  
Jackson  
Johnson  
Lauderdale  
Lawrence  
Madison  
Marion  
McMinn  
McNairy  
Monroe  
Moore  
Obion  
Perry  
Pickett  
Polk  
Putnam  
Rhea  
Roane  
Sequatchie

**3 pts 10%-14.9% cont.**

Sevier  
Shelby  
Smith  
Stewart  
Sullivan  
Unicoi  
Union  
Warren  
Wayne  
Weakley  
White

**2pts. 5-9.9%**

Bedford  
Blount  
Cheatham  
Chester  
Coffee  
Crockett  
Cumberland  
Fayette  
Hamblen  
Hamilton  
Jefferson  
Knox  
Lincoln  
Loudon  
Maury  
Meigs  
Montgomery  
Robertson  
Rutherford  
Sumner  
Tipton  
Van Buren  
Washington  
Wilson

**1 pt. 0-4.9%**

Williamson

## Appendix D – Sample Letter to State Representative and Senator

**Note: This letter should be written and signed on the letter head of the elected official**

[DATE], 2023

James Dunn, Executive Director  
Tennessee Commission on Aging and Disability  
502 Deaderick Street, 9th Floor  
Nashville, TN 37243-0860

Dear Director Dunn:

I am pleased to write this letter of support for the **[Senior Center]**'s application for an \$8,000 senior center grant from the Tennessee Commission on Aging and Disability. The **[Senior Center Name]** plans to use these funds to **[brief project description]**. I believe this project will be an asset to the constituents of my district.

Sincerely,

[First and Last Name]  
[Representative / Senator]  
Tennessee General Assembly