



**Request for Proposals:**

*Tennessee Minor Senior Center Grants*

**Issued June 2024**

For more information, please contact:  
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## Grant Overview

### Background

The Tennessee Department of Disability and Aging (DDA) 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 support older Tennesseans and those with disabilities to live the lives they envision for themselves.

DDA has received a non-recurring allocation of three million dollars (\$3,000,000) from the Tennessee General Assembly (House Bill No. 2973, Section 61 item 18, page 112) 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

DDA 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.

### 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.

### 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 31, 2025 (Mid-Term)**, and once by **October 31, 2025 (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) Fiscal Cover Sheet

If applicable, testimonials from center members about how the funding impacted their participation at the center.

## **Funding**

### Award Amounts

DDA will award minor grants ranging from a minimum of five thousand dollars (\$5,000) to a maximum ten thousand dollars (\$10,000) each based on the need of the center applying for funds. The increased funding will allow senior centers to request the amount of funds needed to benefit their center the most rather than a set monetary amount.

These grants will be competitive meaning not all applications may receive funding. Grant recipients must expend all grant funds by **September 30, 2025**.

### Register with the State

If a senior center has not received previous grant funding, DDA strongly recommends that the senior center register to be a supplier with the State of Tennessee 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](#)

### Funding Distribution

Senior centers who receive funding through this grant will receive a lump sum payment of the funding requested once all required documents have been signed and submitted. Proof of receipts of purchases are required during the Mid-Term and Final Reports to verify funds have been spent.

## Application Eligibility and Logistics

### Eligibility

For the purpose of this grant, all senior centers in the state of Tennessee that meet one of the following definitions are eligible and encouraged to apply for this funding opportunity:

- 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.

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

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

### Funding Limitations

Funding may **NOT** be used for:

- 1) Purchase of gift cards for any purpose
- 2) Staff salaries

### Grant Timeline

| <b>Date</b>                                    | <b>Action</b>                                   |
|--|---|
| <b>June 17, 2024</b>                           | Request for Proposal available for review       |
| <b>June 26, 2024 (10:00am CST/11:00am EST)</b> | **Informational Session                         |
| <b>July 8, 2024</b>                            | Start date for applications to be submitted     |
| <b>August 9, 2024 (4:00pm CST/5:00pm EST)</b>  | Deadline for applications to be submitted       |
| <b>August 30, 2024 (4:00pm CST/5:00pm EST)</b> | Anticipated date for Notice of Awards           |
| <b>Fall 2024</b>                               | Contracts to grantees to sign                   |
| <b>Winter 2024/2025</b>                        | All funding distributed to grantees             |
| <b>March 31, 2025</b>                          | Mid-Term Report due (template will be provided) |
| <b>September 30, 2025</b>                      | All funding must be spent by grantees           |
| <b>October 31, 2025</b>                        | Final Report due (template will be provided)    |

**\*\*An informational webinar will be held for interested parties on **Wednesday, June 26 at 10:00a CST (11:00a EST)**. The webinar will be recorded and posted in the TN Senior Center Resource Library within two (2) days. Webinar information can be found below or email Sidney Enss at [Sidney.Enss@tn.gov](mailto:Sidney.Enss@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](#).

- 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 primarily via email)
  - 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) Amount of funding being requested (between \$5,000-\$10,000) \_\_\_\_\_.
- 9) Grant Goals
  - a. Capital Projects (building improvements, equipment, etc.)
  - b. Marketing
  - c. Programming/Activities
  - d. Routine Operating Expenses
- 10) Project Narrative (500 word maximum)
- 11) Letter of Support from State Representative (See Appendix D for a sample letter)
- 12) Letter of Support from State Senator (See Appendix D for a sample letter)
- 13) Copy of organizations most recent W-9 form
  
- 14) 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. Address the check should be mailed to
- 15) 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.

### Scoring Metrics

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

- 1) 2024 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 2024 ([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) Adults 65+ at Poverty Level (based on [US Census Bureau Poverty Status in the Past 12 Months](#)) - See Appendix C for county breakdown.
  - a. 5 pts 25% or higher
  - b. 4 pts 20-24.9%
  - c. 3 pts 15-19.9%
  - d. 2 pts 10-14.9%
  - e. 1 pt. 9.9% or lower

### Tie Scores

In the event applicants have tie scores, the applicant who submitted their proposal the earliest will receive priority determination of funding. Therefore, it is important to submit your application as soon as possible.

# 2024 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 primarily via email.**

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. Amount of funding being requested (between \$5,000-\$10,000) \_\_\_\_\_.**

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

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

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

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

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

**13. Organization's most recent W-9 form:** YES NO

**14. 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:

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\_\_\_\_\_, 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, 2025.

\_\_\_\_\_

(Senior Center Contact's Printed Name)

\_\_\_\_\_

(Senior Center Contact's Signature)

\_\_\_\_\_

(Date)

**Appendix A – 2024 Targeted Area ([Department of Economic and Community Development](#))**

**5 pts Distressed**

Bledsoe  
Clay  
Cocke  
Hancock  
Hardeman  
Lake  
Perry  
Scott

**4 pts At-Risk**

Benton  
Campbell  
Carroll  
Carter  
Claiborne  
Decatur  
Fentress  
Greene  
Grundy  
Hawkins  
Haywood  
Houston  
Jackson  
Johnson  
Lauderdale  
Lewis  
Macon  
McNairy  
Meigs  
Morgan  
Pickett  
Rhea  
Sequatchie  
Unicoi  
Van Buren  
Warren  
Wayne

**3 pts Transitional**

Anderson  
Bedford  
Blount  
Bradley  
Cannon  
Chester  
Coffee  
Crockett  
Cumberland  
DeKalb  
Dickson  
Dyer  
Franklin  
Gibson  
Giles  
Grainger  
Hamblen  
Hamilton  
Hardin  
Henderson  
Henry  
Hickman  
Humphreys  
Jefferson  
Lawrence  
Lincoln  
Loudon  
Madison  
Marion  
Marshall  
Maury  
McMinn  
Monroe  
Montgomery  
Obion  
Polk  
Putnam  
Roane  
Robertson  
Rutherford  
Sevier  
Shelby  
Smith

**3 pts Transitional, cont.**

Stewart  
Sullivan  
Tipton  
Trousdale  
Union  
Washington  
Weakley  
White

**2 pts Competitive**

Cheatham  
Davidson  
Fayette  
Knox  
Moore  
Sumner  
Wilson

**1 pt. Attainments**

Williamson

**Appendix B – Estimated 65+ Population in 2024 ([Tennessee Department of Health, pg. 5-6](#))**

**5 pts 30% or above**

Cumberland  
Pickett

**4 pts 25-29.9%**

Benton  
Carter  
Clay  
Decatur  
Fayette  
Hardin  
Henry  
Jackson  
Johnson  
Loudon  
Roane  
Unicoi  
Van Buren

**3 pts 20-24.9%**

Anderson  
Bledsoe  
Blount  
Campbell  
Cannon  
Carroll  
Claiborne  
Cocke  
Crockett  
DeKalb  
Fentress  
Franklin  
Giles  
Grainger  
Greene  
Grundy  
Hamblen  
Hancock  
Hardeman  
Hawkins  
Haywood  
Henderson  
Houston  
Humphreys  
Jefferson  
Lawrence  
Lewis  
Lincoln  
Madison  
Marion  
McMinn  
McNairy  
Meigs  
Monroe  
Moore  
Morgan  
Obion  
Overton  
Perry  
Polk  
Rhea  
Sequatchie  
Sevier  
Stewart

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

Sullivan  
Union  
Washington  
Wayne  
Weakley  
White

**2 pts 15%-19.9%**

Bedford  
Bradley  
Cheatham  
Chester  
Coffee  
Dickson  
Dyer  
Gibson  
Hamilton  
Hickman  
Knox  
Lake  
Lauderdale  
Macon  
Marshall  
Maury  
Putnam  
Robertson  
Scott  
Shelby  
Smith  
Sumner  
Tipton  
Warren  
Williamson  
Wilson

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

Davidson  
Montgomery  
Rutherford  
Trousdale

**Appendix C – Adults 65+ at Poverty Level (based on [US Census Bureau Poverty Status in the Past 12 Months](#))**

**5 pts 25% or above**

Cumberland  
Loudon  
Pickett

**4 pts 20-24.9%**

Benton  
Carter  
Clay  
Cocke  
Decatur  
Fayette  
Fentress  
Giles  
Greene  
Hancock  
Hardin  
Hawkins  
Haywood  
Henry  
Jackson  
Johnson  
Meigs  
Monroe  
Obion  
Polk  
Roane  
Sequatchie  
Sullivan  
Unicoi  
Van Buren

**3 pts 15%-19.9%**

Anderson  
Bledsoe  
Blount  
Bradley  
Campbell  
Cannon  
Carroll  
Cheatham  
Chester  
Claiborne  
Coffee  
Crockett  
DeKalb  
Dickson  
Dyer  
Franklin  
Gibson  
Grainger  
Grundy  
Hamblen  
Hamilton  
Hardeman  
Henderson  
Hickman  
Houston  
Humphreys  
Jefferson  
Knox  
Lauderdale  
Lawrence  
Lewis  
Lincoln  
Madison  
Marion  
Maury  
McMinn  
McNairy  
Moore  
Morgan  
Overton  
Perry  
Rhea

**3 pts. 15%-19.9%cont.**

Scott  
Sevier  
Smith  
Stewart  
Sumner  
Union  
Warren  
Washington  
Wayne  
Weakley  
White

**2pts. 10-14.9%**

Bedford  
Davidson  
Lake  
Macon  
Marshall  
Putman  
Robertson  
Shelby  
Tipton  
Trousdale  
Williamson  
Wilson

**1 pt. 9.9% or lower**

Montgomery  
Rutherford

## 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], 2024

Commissioner Brad Turner  
Tennessee Department of Disability and Aging  
502 Deaderick Street, 9th Floor  
Nashville, TN 37243-0860

Dear Commissioner Turner:

I am pleased to write this letter of support for the **[Senior Center]**'s application for a senior center grant from the Tennessee Department of Disability and Aging. The **[Senior Center Name]** plans to use 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