How to Apply for NRA Foundation Grants

- **UT Policies & Procedures**
- **Key Dates**
- **Application Entry**
- **Cayuse**
- **Final Step/Approvals/Submission**
- **Other**

UT Policies and Procedures

UT Policies and Procedures

- **UT employee must be the responsible person**

- **University routing and approval in Cayuse**

- **Guidelines for Purchase of Firearms and Related Items:**

    This procedure covers the purchase of shooting sports equipment and any type of firearm that requires a federal and/or state background check or by fiscal policy. Shooting sports equipment is defined as pellet guns; BB guns; airsoft guns; archery equipment; etc.

    Purchase of firearms that require a federal and/or state background check is prohibited. If an exception is needed, pre-approval in writing of both the entity Dean and the Chief Business Officer or Senior Vice President/Senior Vice Chancellor is required. This is for all sources of UT funds, including Quicken and 4-H UT Foundation monies.

    Shooting sports equipment may be purchased with written pre-approval by the Regional Director and applicable assistant/associate Dean or 4-H Director. Other items that are not covered by background checks or fiscal policy may be purchased with pre-approval by the Regional Director and applicable assistant/associate Dean or 4-H Director.

    All proposed purchases must be requested 30 days in advance. Please address any questions to the applicable assistant/associate Dean, Regional Director, or 4-H Director.

    In the case of an economically disadvantaged participant, county programs may provide an award to the parents of the participant. Parents may use the funds to purchase firearms for the program; however, UT cannot require them to do so. Counties are responsible for ensuring that all federal tax laws are followed.

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Key Dates

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Key Dates

12/1/22, Thursday – Last Day to Notify OSP
- Last day to notify to OSP by filling out are Proposal Intake Questionnaire (OSP Website)

12/5/22, Monday – Supplemental Docs Due
- Statement of Work, PDF of order/Funding ID (Draft Budget), username/password

12/12/22, Monday - Cayuse Routing Deadline

12/14/22, Wednesday – App Ready for Review
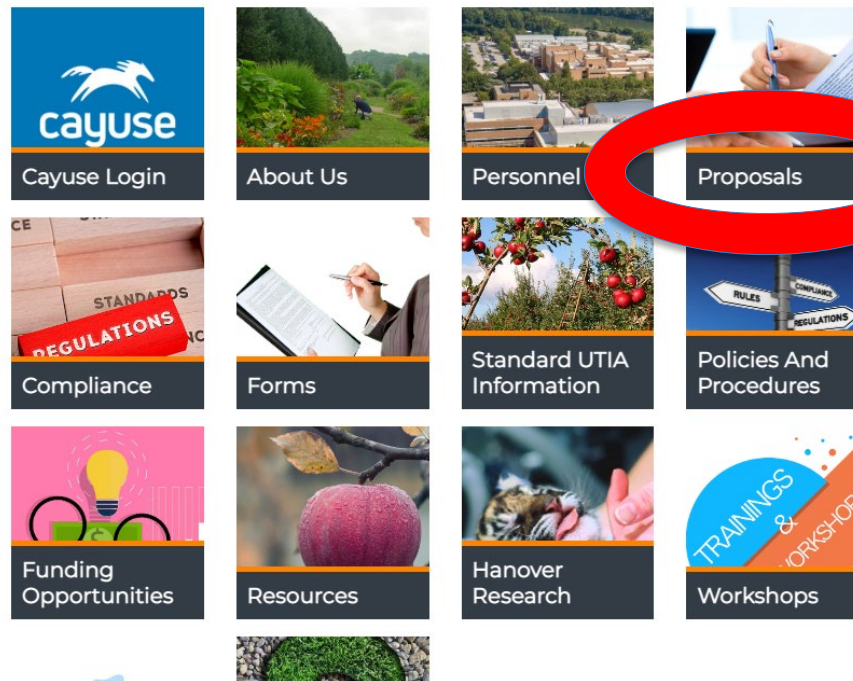
12/19/22, Monday - Submission
- Submission in NRA portal (coordinator will do this part)

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Proposal Intake Questionnaire (PIQ)

https://utiasponsoredprograms.tennessee.edu/

aggrant@utk.edu

PROPOSAL INTAKE QUESTIONNAIRE

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What is a Statement of Work?

- Who

- What

- When

- Where

- Why

Application Entry

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Application

- **Link to Website: https://www.nrafoundation.org/**

- **Click: Menu > Grants > Apply for a Grant > select Tennessee, select TN again**

- **Either follow Prompts to your county**
- **OR create an Account**

Need an Account?

Sign Up

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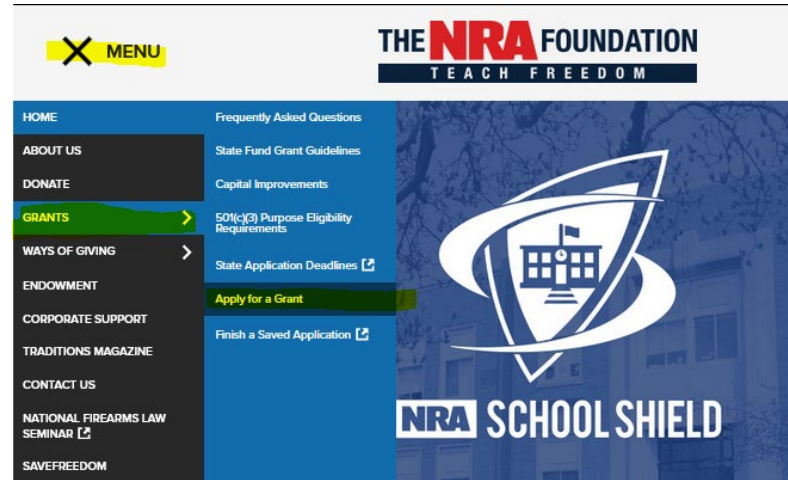
Creating An Account

- Use your UTK email address
- Create a password
- Click the 2023 Consideration Agreement
  - ***Our office will be negotiating the Terms and Conditions of this Agreement before this will be submitted, but you can go ahead and check the box to continue the application process.***

- Click "Sign Up"

Sign Up

Enter an email address and choose a password to create a new account.

Email

Password

- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

Confirm password

- Passwords must match

Sign Up

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Create a Profile

- Click on "Create a Profile to Get Started"
- Enter Your Information

First Name

Last Name

Email

Phone Number

Please click **"+Create a Profile to Get Started"** to begin. You can always edit your Profile by clicking "Edit".

You cannot move forward until you have completed your Profile.

Click here to view your 2022 applications or submit a 2022 final report

Click here to view your 2021 applications or submit a 2021 final report

Create a Profile to Get Started

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Application

Click "Get Started" to start a new application or "2023 Application" to enter application.

- You can save your application.
- Click "Open" to enter application.
- DO NOT SUBMIT your application.

To begin, click **"+Get Started"** below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

+
Add Another

(untitled)

Created on 10/18/2021

2022 Application

Untitled

Order by: [Newest to Oldest ▾]

2023 Application

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Submit

2023 State Fund Grants

Action Required   Open

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Application

2023 State Fund Grant Application

Grant Number

[   ]

This will be assigned by NRA Foundation staff. You will use it later in the grant process as a reference number.

Notes to Grantee (ADMIN ONLY)

[   ]

- Skip Grant Number/Notes to Grantee
- Complete the *Applying Organization Information* with this info:

Applying Organization Information

Organization Name *

The University of Tennessee - [INSERT COUNTY NAME]

The organization's legal name as it appears on IRS documentation.

Address 1 *

121 Morgan Hall

Address 2

2621 Morgan Circle Drive

City *

Knoxville

State *

Tennessee

Zip Code *

37996-4530

Select Organization Type *

Federal Tax Exempt Organization

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Application

Entity Type *

You must have an IRS 501 (c) Determination Letter if you select a 501 (c) entity type.

○ Government Entity

○ 501(c)3 - Religious, Educational, Charitable, Scientific, Literary, Testing for Public Safety, to Foster National or Internation

○ 501(c)4 - Civic Leagues, Social Welfare Organizations, and Local Associations of Employees

○ 501(c)5 - Labor, Agricultural and Horticultural Organizations

○ 501(c)6 - Business Leagues, Chambers of Commerce, Real Estate Boards

○ 501(c)7 - Social and Recreational Clubs

○ 501(c)8 - Fraternal Beneficiary Societies and Associations

○ 501(c)9 - Voluntary Employee Beneficiary Associations

○ 501(c)10 - Domestic Fraternal Societies and Associations

○ 501(c)(19) - Veterans Organizations

○ 501(c)(23) - Veterans Organizations

○ State Registered Nonprofit

◉ Other

If other, please describe

Institute of Higher Education

Federal Tax ID Number *

134399448

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Application

-Your Coordinator will add the W-9 and the IRS Determination Letter to your application once approved –

-(Please share your NRA Account Username and password with your Coordinator)

W-9, Signed and Dated No More Than Two Years Old *

➕ Select a file [   ] ❓

-IRS determined 501 (c) entities must attach their IRS Determination Letter. -Government agencies (Law Enforcement, Public Schools and Colleges, Public Ranges) should attach a letter from their finance office stating the Federal Tax ID number, on agency letterhead, signed and dated by a finance officer.
-State incorporated and registered nonprofits, who are NOT an IRS (c) entity, need to attach a copy of their most recent state registration from the Secretary of State website.

IRS Determination Letter, Or Government Agency Letter Or State Nonprofit Registration *

To see examples of these letters go to http://graphics.nra.org/advancement/Foundation/IRS_501(c)Letter_Ex.pdf or http://graphics.nra.org/advancement/Foundation/School_District_Letter_Ex.pdf

➕ Select a file [   ] ❓

State Nonprofit Organizations Verification of Federal Tax ID Number

See http://graphics.nra.org/advancement/Foundation/State_Nonprofit_Registration_Ex.pdf for an example.

➕ Select a file [   ] ❓

Application

-Team Activity example – High School Shooting Team
-An Event occurring just once – to promote, advance, educate, and encourage firearms, the shooting sport, and hunting Safety
**See NRA website guidelines for more information

Grant Proposal Information

*Note: The answer to the question below determines what questions will be asked throughout the remainder of the application. Changing this answer will affect the application form below.

A Capital Improvement includes projects that seek to improve a facility, including clubhouse or classroom improvements, commercial grade trap machines (look at the description in the Funding Request Development Tool), or any other permanent improvement to an organization's property. This does NOT include most JROTC air rifle ranges.

Which Best Describes This Grant Request? *

○ An event occurring just once
○ Series of reoccurring events or program
○ Team Activity
○ Support for Law Enforcement Activities (not a range improvement)
○ Capital Improvement/Range Improvement

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Application

-Your coordinator will update this section if applicable to your project

-Most projects will not have external funding

Revenue Sources *

No other revenue sources.

Word Count: **4 / 500**

Aside from NRA Foundation grants, how will this project be funded? Describe other sources of revenue such as grants from other organizations, fundraisers, member dues, sponsorships, participation fees, in-kind donations, Pittman-Robertson Funds, etc.

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Application

Grant Proposal Information:

Please use _your county name_ in the title and complete the rest of the proposal application section about your project.

Project Title *

Title of Project - YOUR COUNTY NAME

Overview of the Program *

Next, Select Funding Request ID

You cannot access your request once you complete the tool, so you must print to PDF and save this to pass on to the Office of Sponsored Programs

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Application

**Next, Select
Funding Request ID**

- Click on the prompts to enter the shopping tool

Funding Request ID**

Click **HERE** to Access the Funding Request Development Tool.

Each grant must have a unique Funding Request ID from this year to be considered for funding. Remember to include all monetary requests as non-catalog items.

Helpful instructions for creating Funding Request ID [HERE] (http://graphics.nra.org/advancement/Foundation/Fund

Funding Request ID *

This is a unique six character alpha numeric ID generated by the Funding Development Tool.

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Application

You will then be redirected to this page:

What Is This Website?

You will use this website to build a list of items you need for your program or project. You can add any eligible items to your list. For a list of items not allowed click the "What Is Eligible" button below.

What is Ineligible?

What items do you need to make your program successful? That's what you need to add to your list!

If you are not sure what you need for your program, now is the time to close this window and do some research! You can come back and restart any time before submitting your application.

Things to Remember:

- Be sure to include everything you need on this list! The State Fund Committee can only consider what you have included here.

- Make sure that your list is complete before completing this process! If you find that you forgot to add something, the entire list will need to be redone. We can't merge multiple lists together.

- You won't see prices on many of the items. That's OK! Focus on what you need for your program.

- There will be instructions to help you through the process. Take th̲e̲ ̲ ̲ ̲ ̲ ̲ ̲ ̲ ̲ ̲ ̲ ̲ ̲ ̲ ̲ ̲ ̲the following pages or click the "HELP" button at the top of the page for frequently asked questions.

PROCEED TO NEXT STEP

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Application

Do your shopping in the tool

Example:
This is where you are allowed to add items and the unit cost for items that you are requesting funding to purchase on your own.

Once you have added all catalogue items into your Request, you can then select "Proceed to Next Step"

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Application

- Rearrange items in order of priority in case project is not fully funded
- Then proceed to next step
- Review & select "ok, this is correct" if correct

Application

-Print this page to PDF/Save as PDF. This will be the only time you see it in the shopping tool.

-Send the PDF to your Coordinator

-Enter this funding ID in the application and share with your coordinator. This is your order number.

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Print for Your Records

5 **Funding Request ID**

You have sucessfuly created your request budget for your NRA Foundation Grant Application!

- Enter the Funding Request ID below into the corresponding field of the application
- Ensure that the Funding Request ID is entered correctly
- Retain this ID for your own records
- Once you have entered the ID and ensured that it is correct, you may close this window

Your Funding Request ID Is

BMTBEX

RANK	ITEM DESC.	QTY
1	Crosman 2100 Classic Air RIfle .177	3

🖨 PRINT

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Application

- Enter the code provided in the appropriate field on the Funding Request ID area in the application:

Funding Request ID *

This is a unique six character alpha numeric ID generated by the Funding Development Tool.

- Save application as Draft. Your Coordinator will "Mark Complete" and "Submit" once routed and fully approved in Cayuse.

Application

Request Contact Information

- Hollie

- Schreiber

- aggrant@utk.edu

- aggrant@utk.edu

- 865-974-7357

- Office

- Director, Office of Sponsored Programs

**Your coordinator will check that this info is accurate before submitting

Request Contact Information

First Name *
Hollie

Last Name *
Schreiber

Email Address *
aggrant@utk.edu
Correspondence regarding this request will sent to this email account

Secondary Email Address
aggrant@utk.edu
This email address should be a different address than listed above. Correspondence regarding this request will sent to this

Phone *
865-974-7357
(xxx) xxx-xxxx

Phone Extension

Phone Type *
○ Mobile
○ Home
● Office

Title/Position Within Organization *
Director, Office of Sponsored Programs

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Application

Make sure last year's Report has been completed in the NRA portal

Click here to view your 2022 applications or submit a 2022 final report

Click here to view your 2021 applications or submit a 2021 final report

Cayuse

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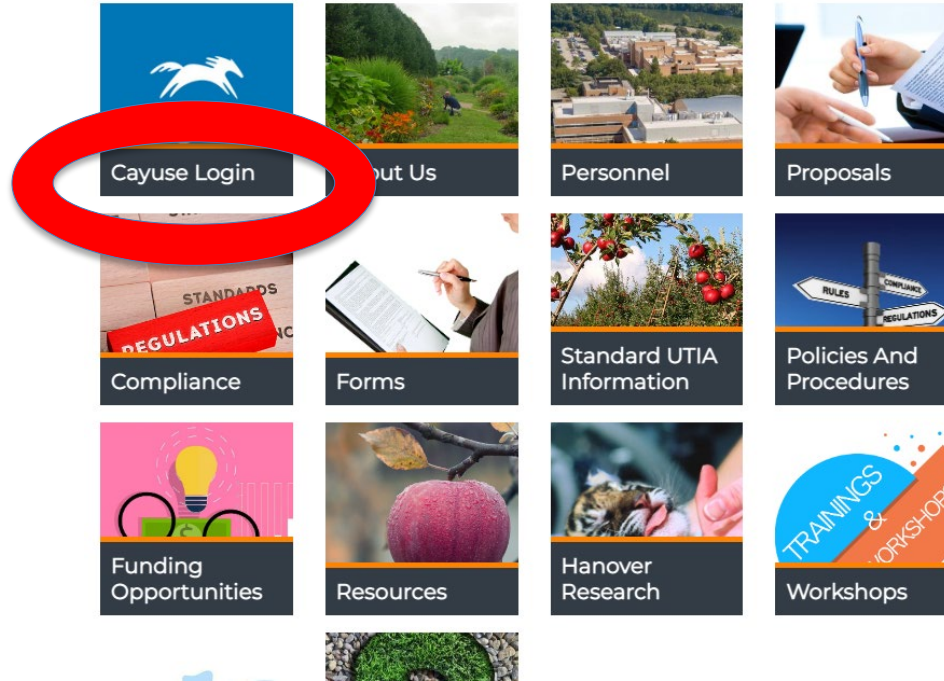THE UNIVERSITY OF TENNESSEE

Cayuse

- Check with your coordinator for PI eligibility – lead must be UT employee

-may need to have County Director serve as PI (Principal Investigator)

https://utiasponsoredprograms.tennessee.edu/

aggrant@utk.edu

Cayuse Login   About Us   Personnel   Proposals

Compliance   Forms   Standard UTIA Information   Policies And Procedures

Funding Opportunities   Resources   Hanover Research   Workshops

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Cayuse

Check with your coordinator for PI eligibility – lead must be UT employee

-may need to have Director serve as PI

The Lead PI will receive an email from your assigned coordinator. Click on "My Proposals" to access the proposal

Then Complete the following Compliance tabs in Cayuse:
- Conflict of Interest
- Regulatory Compliance
- Export Control
- Intellectual Property
- Location of Sponsored Activities
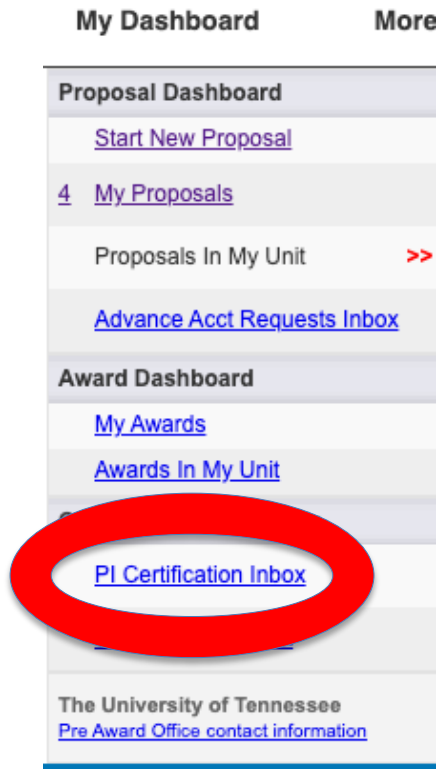

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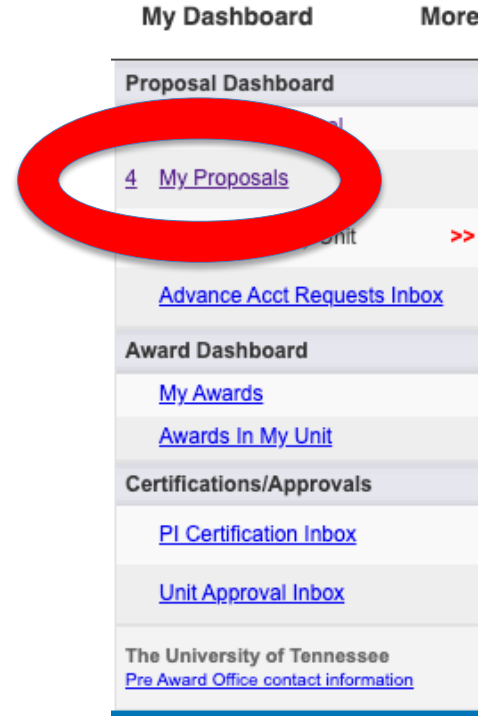
Cayuse

-Do not submit for routing

-Once OSP has submitted the proposal for routing, you will receive an automated email from Cayuse requesting you log in and certify your proposal

-Click on "PI Certification Inbox" to certify

My Dashboard   **More**

Proposal Dashboard
> Start New Proposal

4   My Proposals

Proposals In My Unit   >>

Advance Acct Requests Inbox

Award Dashboard
My Awards

Awards In My Unit

PI Certification Inbox

The University of Tennessee
Pre Award Office contact information

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Final Step/Approvals/Submission

Submission

- **Your OSP Coordinator will use your PDF list of your purchases and gain approval per policy**
- **Once your Cayuse application has been approved, you will receive an email from the UTIA OSP coordinator.**
- **The OSP Coordinator will submit your proposal in the NRA portal**

Other Items

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Other Items

- **Make sure last year's Report has been completed in the NRA portal**

- **Have there been any changes on last year's grant? (NCE, changes in awards, etc.)**

OSP Contact Info

Amy Oaks
dwr531@utk.edu

Joe Driver
jdriver@utk.edu

OSP email
aggrant@utk.edu

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Any Questions?