How to Apply for NRA Foundation Grants

2024 Award Year
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** – if the coordinating agent is a TSU employee, they must secure a UT agent to act as PI

• **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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Pre-Approval for NRA Foundation State Fund Shooting Sports Purchases

[Blank] County is requesting funds to purchase the items listed below for the NRA Foundation State Fund/4-H Shooting Sports grants. According to the UTIA Guidelines for Purchase of Firearms and Related Items (attached), written pre-approval is required for these purchases should the grant be awarded.

**THIS SECTION REQUIRED FOR ALL NRA FOUNDATION PROPOSALS**

Please review the items listed below for [Blank] County’s NRA Foundation request and sign where indicated to show your approval.

Shooting sports items requested:
Key Dates
Key Dates

12/1/23, Friday – Last Day to Notify OSP
- Last day to notify to OSP by filling out are Proposal Intake Questionnaire (OSP Website)

12/5/23, Tuesday – Supplemental Docs Due
- Statement of Work, PDF of order/Funding ID (Draft Budget), username/password

12/12/23, Tuesday - Cayuse Routing Deadline

12/14/23, Thursday – App Ready for Review

12/19/23, Tuesday - Submission
- Submission in NRA portal (coordinator will do this part)
Proposal Intake Questionnaire (PIQ)

https://utiasponsoredprograms.tennessee.edu/

aggrant@utk.edu
What is a Statement of Work?

- Who
- What
- When
- Where
- Why
Application Entry
Application

- Link to Website: https://www.nrafoundation.org/
- Click: Grants > Apply for a Grant > select Tennessee, click “Begin or Continue Application”
- Login OR create an Account

Need an Account?

Sign Up
Creating An Account

- Use your UTK email address
- Create a password
- Click the 2024 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”
Create a Profile

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

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 2023 applications or submit a 2023 final report
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
Application

Click “Get Started” to start a new application or “2024 Application” to enter application.
- You can save your application.
- Click “Open” to enter application.
- DO NOT SUBMIT your application.
Application

2024 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 *

University of Tennessee

Is any person in your organization (including, but not limited to, officers, directors, trustees, employees, etc.) also an officer, director, trustee, or employee of The NRA Foundation, the NRA, or any of the NRA's other affiliated organizations, e.g., the NRA Whittington Center or the NRA Civil Rights Defense Fund? (An affirmative answer to this question does not necessarily prohibit your organization from applying for or receiving a grant--the question is asked for the Foundation's internal policies and reporting requirements.) Being an NRA Instructor/Coach or RSO facilitating an NRA training course/program does not make one an NRA employee unless otherwise specified. *

☐ Yes
☐ No

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
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 International
- 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 *

13439444B
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)
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
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 Grant 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
Application

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

- Most projects will not have external funding

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.
Application

Next, Select **Grant ID**

- Click on the prompts to enter the shopping tool

Grant Catalog ID**

Click HERE to Access the Grant Catalog.

Each grant must have a unique Grant Catalog ID from this year to be considered for funding. Remember to include all monetary requests as check request items. Please copy and paste the ID into the application.

Helpful instructions for creating the Grant Catalog ID may be found at https://www.nrafoundation.org/media/koobsipa/instructions-for-grant-catalog.pdf

Grant Catalog ID

This is a unique six character alpha numeric ID generated by the Grant Catalog.
Application

Your Information

Contact Name

Organization

Phone

Email

Zipcode

Contact Name – Your Name (PI)
Organization – University of Tennessee County Name
Phone – Your Phone Number
Email – Your UTK email
Zip code – Your county’s zip code
Application

You will then be redirected to this page:

What Is This Tool?

You will use this tool to build a list of items you need for your program or project. You can add any allowable items to your list. For a list of items that are not allowable, click the button below.

Restrictions on Funding

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.
- 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 and videos to help you through the process. Take the time to go over them if you’re unsure of what you’re doing.

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Funding Restrictions

- Machinery/Equipment
- Block Grants
- Administrative Cost
- Deficit Financing
- Law Enforcement Duty Equipment
- Raffles and Prizes
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”
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

Your Request

3 Arrange Priority

NOTE
Drag and drop items into order from most to least needed. Items recommended for funding are at the discretion of the State Fund Committee (and NRA Foundation policy) but this can help guide them should they elect not to fully fund the request. Review the instructions on the right side of the page if you need to know how to drag and drop items.

<table>
<thead>
<tr>
<th>RANK</th>
<th>ITEM DESC.</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Challenger First Class Light 12 Gauge Shotgun Shells, #8 Shot, 1 Ounce (250 Count)</td>
<td>40</td>
</tr>
</tbody>
</table>

BACK TO NON-CATALOG ITEMS | PROCEED TO NEXT STEP
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 Grant ID in the application and share with your coordinator. This is your order number.
Application

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

  Grant Catalog ID *

  This is a unique six character alpha numeric ID generated by the Grant Catalog

- 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
- 865-974-7357
- Office
- Director, Office of Sponsored Programs

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

Make sure last year’s Report has been completed in the NRA portal.
Cayuse
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/

agrant@utk.edu
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 1
- Regulatory Compliance 2
- Export Control
- Intellectual Property
- Location of Sponsored Activities
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
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

GOOD JOB
Other Items
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

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Joe Driver
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