

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.

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

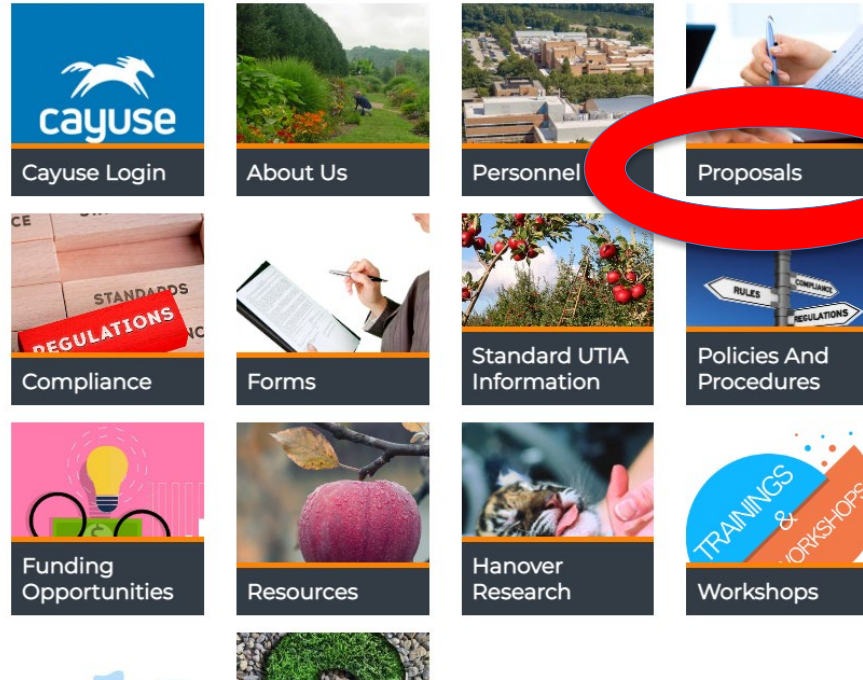
- Submission in NRA portal (coordinator will do this part)

Proposal Intake Questionnaire (PIQ)

<https://utiasponsoredprograms.tennessee.edu/>

aggrant@utk.edu

[PROPOSAL INTAKE QUESTIONNAIRE](#) 



What is a Statement of Work?

- Who
- What
- When
- Where
- Why

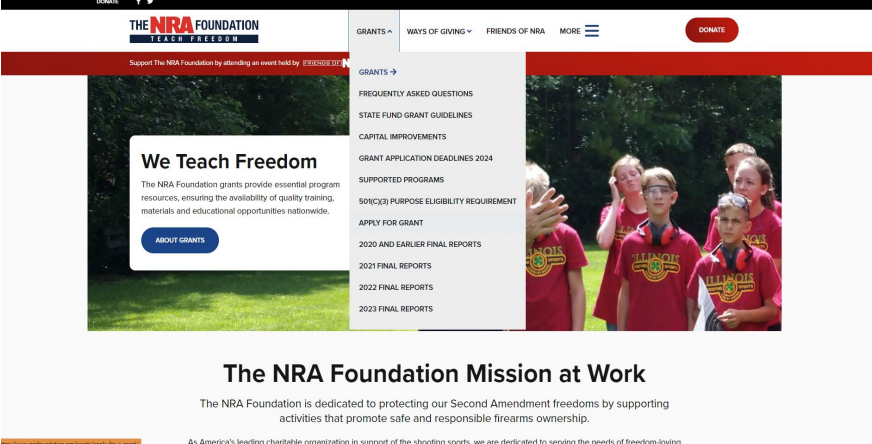
Application Entry

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



The screenshot displays the NRA Foundation website. The main header features the logo 'THE NRA FOUNDATION TEACH FREEDOM' and navigation links for 'GRANTS', 'WAYS OF GIVING', 'FRIENDS OF NRA', and 'MORE'. A red 'DONATE' button is visible in the top right. Below the header, a red banner reads 'Support The NRA Foundation by attending an event held by EBBERDORF'. The main content area is split into two columns. The left column features a large image of a field with a white box containing the text 'We Teach Freedom' and a sub-headline: 'The NRA Foundation grants provide essential program resources, ensuring the availability of quality training, materials and educational opportunities nationwide.' Below this is a blue 'ABOUT GRANTS' button. The right column contains a vertical menu with the following items: 'GRANTS', 'FREQUENTLY ASKED QUESTIONS', 'STATE FUND GRANT GUIDELINES', 'CAPITAL IMPROVEMENTS', 'GRANT APPLICATION DEADLINES 2024', 'SUPPORTED PROGRAMS', '501(C)(3) PURPOSE ELIGIBILITY REQUIREMENT', 'APPLY FOR GRANT', '2020 AND EARLIER FINAL REPORTS', '2021 FINAL REPORTS', '2022 FINAL REPORTS', and '2023 FINAL REPORTS'. To the right of the menu is a photograph of several children in red 'ILLINOIS' t-shirts. Below the main content area, a section titled 'The NRA Foundation Mission at Work' states: 'The NRA Foundation is dedicated to protecting our Second Amendment freedoms by supporting activities that promote safe and responsible firearms ownership.' At the bottom, a small line of text reads: 'As America's leading charitable organization in support of the shooting sports, we are dedicated to serving the needs of freedom-loving

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”

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

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

First Name

Last Name

Email

Phone Number

[Create a Profile to Get Started](#)

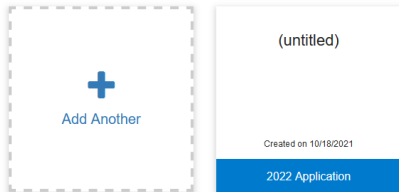
Application

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.

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.



(untitled)

Order by: Newest to Oldest ▾

2024 Application Submit

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.

Before submitting, you will be able to edit any section. Once you’ve submitted, you will be unable to make any changes.

2024 State Fund Grants Action Required Open

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:

Real. Life. Solutions.™

Applying Organization Information

Organization Name *

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 *

Address 2

City *

State *

Zip Code *

Select Organization Type *

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 *

134399448

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 *

-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](http://graphics.nra.org/advancement/Foundation/IRS_501(c)Letter_Ex.pdf) or http://graphics.nra.org/advancement/Foundation/School_District_Letter_Ex.pdf

State Nonprofit Organizations Verification of Federal Tax ID Number

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

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

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.

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

GO

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.

PROCEED TO NEXT STEP

Funding Restrictions



ARCHERY ONLY
REQUEST



PROGRAM
MEMBERSHIP



GAS CARDS /
FUEL



MULTI-YEAR
FUNDING



FOOD



ELECTRONIC
EQUIPMENT

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

PROCEED TO NEXT STEP

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”

ITEM DESC.	UNIT COST	QTY	TOTAL	+ ADD NEW LINE
ITEMS TO BE PURCHASED FROM ELSEWHERE	10	5	\$50.00	X

BACK TO CATALOG ITEMS

PROCEED TO NEXT STEP

1 Catalog Items

CATEGORY	ITEM #	ITEM DESC.	QTY	
Targets	AR-5/10	NRA 10-Meter Air Rifle Target (100 Count)	<input type="text" value="1"/>	X

ADD MORE ITEMS

← OR →

PROCEED TO NEXT STEP

Application

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.

RANK	ITEM DESC.	QTY	
1	Challenger First Class Light 12 Gauge Shotgun Shells, #8 Shot, 1 Ounce (250 Count)	40	☰

BACK TO
NON-
CATALOG
ITEMS

PROCEED TO
NEXT STEP

- 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 Grant ID in the application and share with your coordinator. This is your order number.

Print for Your Records

5 Grant Catalog ID

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

- Enter the Grant Catalog ID below into the corresponding field of the application
- Ensure that the Grant Catalog 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 Grant Catalog ID is

DV6YVB

RANK	ITEM DESC.	QTY
1	Glock 17 Gen 5, 9MM	1
2	Academy Spo	5
3	Winchester Service Grade 40 S&W 165 Grain FMJ (500 Count)	1
4	Winchester Service Grade 45 ACP 230 Grain (500 Count)	1



Progress

- 1 Catalog Items
- 2 Check Request Items
- 3 Arrange Priority
- 4 Review
- 5 Grant Catalog ID

Grant Catalog ID

Be sure to write the Grant Catalog ID down. You will need to enter this in the application EXACTLY as it appears. Click the "PRINT" button if you would like a copy for your records. Once you are done with this screen, you can close the tab but be careful not to close the entire browser if the application is still up!

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
- 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 be 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 be 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

Application

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

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

Cayuse

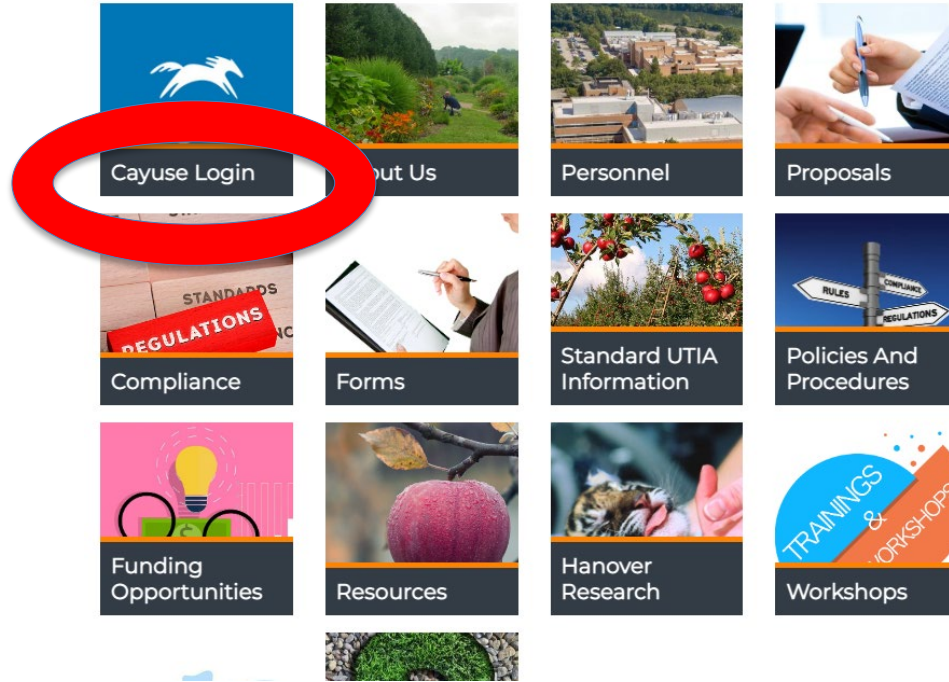
Cayuse

- 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/>

aggrant@utk.edu



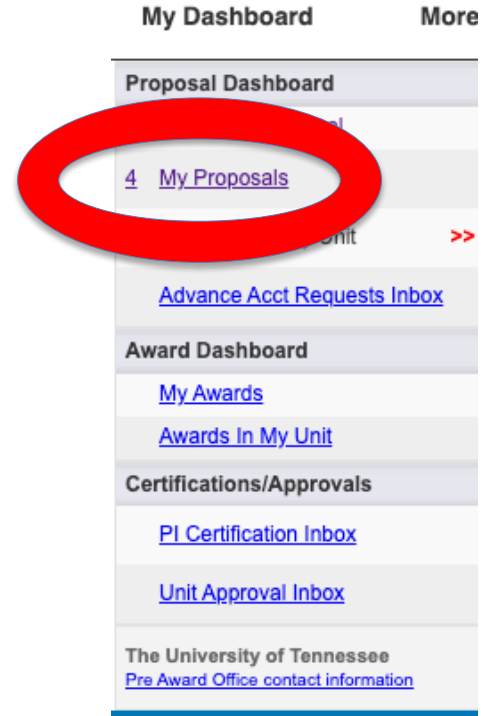
Cayuse

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



The screenshot displays the 'My Dashboard' interface. At the top, there are two tabs: 'My Dashboard' and 'More'. Below these, the 'Proposal Dashboard' section is visible, containing a link for '4 My Proposals' which is highlighted with a red circle. Other links in this section include 'Advance Acct Requests Inbox'. Below the 'Proposal Dashboard' is the 'Award Dashboard' section with links for 'My Awards' and 'Awards In My Unit'. The 'Certifications/Approvals' section contains links for 'PI Certification Inbox' and 'Unit Approval Inbox'. At the bottom, there is a footer for 'The University of Tennessee' with a link for 'Pre Award Office contact information'.

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

The screenshot displays the Cayuse user dashboard interface. At the top, there are two tabs: "My Dashboard" and "More". Below these, the dashboard is organized into sections. The "Proposal Dashboard" section includes a "Start New Proposal" link, a "4 My Proposals" link, and a "Proposals In My Unit" link with a red double arrow icon. Below this is an "Advance Acct Requests Inbox" link. The "Award Dashboard" section includes "My Awards" and "Awards In My Unit" links. A red oval highlights the "PI Certification Inbox" link, which is located below the "Awards In My Unit" link. At the bottom of the dashboard, there is a footer for "The University of Tennessee" with a link for "Pre Award Office contact information".

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

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