

2. REVISED APPLICATION INFORMATION

REVISED APRIL 9, 2020

SUBMITTING THE APPLICATION:

THE FOLLOWING IS DELETED

All grant applications MUST be submitted to the Department of Children's Services with the items identified below at the following address:

Submit proposals to:

**Bonnie Beneke, LCSW, Director, Training and Professional Development UBS Tower,
10th Floor
315 Deaderick Street
Nashville, TN 37243**

The implementing organization shall be the Applicant.

Proposals shall be organized in the following order:

- A. Face Sheet (found at p.17 of this document and posted separately as a Word document for responses by the applicant. In Word, the text boxes expand for data entry.).
- B. Letter of Intent.
- C. Cover letter detailing a brief history of your organization, contact information and signature of the CEO/Executive Director of the agency.
- D. Table of Contents
- E. Technical Application
- F. Grant Budget
- G. Logic Model
- H. Letters of Support

DO NOT SUBMIT PROPOSALS IN NOTEBOOKS, FOLDERS OR OTHER TYPES OF BINDERS WITH CLIPS OR FASTENERS.

THE FOLLOWING IS DELETED AND REPLACED WITH NEW INSTRUCTIONS

Applicants MUST submit the following copies of the Technical and Budget Proposals

- ✓ ~~one (1) original and two (2) hardcopies of the entire proposal including the items listed in A through H above with the Face Sheet as the first page and,~~
- ✓ ~~one (1) digital copy of the entire proposal including the items listed in A through H above. Content as a single document is preferred. The flash drive is to be labeled clearly with the name of the applicant and title of the proposal.~~

NEW INSTRUCTIONS FOR SUBMITTING PROPOSALS

Proposals MUST be submitted electronically to DCS.BSBTN@tn.gov as follows:

- ✓ Subject Line MUST be the name of the agency/organization submitting the proposal
- ✓ Message MUST be the Project Title as stated on the Face Sheet.
- ✓ Proposals MUST be attached as **one continuous pdf document** in the order specified above