

Andersons Fund Supporting Organization Grant Application Guidelines

The Andersons Fund Supporting Organization (the Fund) has been created to enrich the quality of life for individuals and families in our region. The Fund serves Northwest Ohio and Southeast Michigan with a particular emphasis on the greater Toledo area. Grants support organizations with programs in the areas of education, social services, physical & mental health, neighborhood & urban affairs, natural resources and the arts.

Grants are awarded only to nonprofit, charitable organizations which have been designated as having tax exempt status under section 501(c) 3 of the Internal Revenue Service code.

Grant Making Priorities

Priority consideration will be given to:

- Requests related to capital projects. The Fund will generally look most favorably on those requests that involve additional funders and do not attempt to rely on the Fund to support the project in its entirety.
- United Way of Greater Toledo

NOTE: When considering capital requests, the Fund's Board is not just interested in the physical facilities or the specific piece of equipment. Simply stated, buildings house programs and equipment can help advance a mission. Therefore, even though the Fund's priority is capital projects, the Board will take a look at the programs provided by the requesting organization, its financial stability and other key operational issues.

The Fund will generally place a lower priority on the following types of requests:

- Annual, ongoing operating costs.¹
- Sectarian activities of religious organizations.
- New, untested programs.
- Endowment campaigns.
- Information technology related expenses.

Grant Application Process

The Fund considers grant requests once per year. The deadline date for receipt of proposals is **April 15**. Applications must be received in the Toledo Community Foundation office by 5:00 p.m. (or postmarked) by the due date.

An online application must have an electronic time stamp to identify that the application has been submitted by the due date. Any supplemental documents that cannot be attached to an online application must be postmarked by the due date.

When a deadline date falls on a Saturday or Sunday, proposals and supplemental materials are due in the office on the preceding Friday by 5:00 p.m. Online applications must be time stamped on the preceding Friday, as well.

¹ *It is recognized that annual operating support is a significant need. However, the Fund does not have sufficient resources available to consider annual operating requests from all nonprofits in the community. Therefore, the Fund will generally limit its support of annual operating costs to providing grants to the United Way of Greater Toledo. In this way, the Fund can support – through one grant - the general operating needs of a large group of nonprofits without depleting all of its available resources.*

The Fund's professional staff and Board of Trustees carefully review all grant applications. The Board of Trustees meets approximately 90 days subsequent to each deadline date to make funding decisions. Applicant organizations are notified, in writing, of approval/denial of funding requests within one week after the Board of Trustees takes action. Project expenses incurred by an applicant organization prior to such notification cannot be paid by the Fund.

Contents of a Proposal

The written proposal should be in narrative form and limited to five or six typewritten pages. Please do not bind the proposal (other than stapling one corner).

The following information must be included in all proposals:

- **Purpose and Need** - State the goals and objectives of the project. Identify how the proposed project will benefit the various constituencies served by your organization.
- **Implementation Plan** - Summarize the plans and timeframe for implementation of this project. Identify the individual(s) with oversight responsibilities and briefly describe their qualifications.
- **Bidding Process** - Describe the bidding process, indicate the number of bids reviewed and state the rationale for the final decision regarding the bid ultimately selected.
- **Budget Information** - Provide a one page line-item budget that includes projected expenses and income. In addition, indicate all funders solicited and the status of their decision (i.e. committed, denied or pending).
- **Future Support** - Provide projections of the cost (and anticipated sources of revenue) to operate new or expanded facilities, maintain equipment, replace equipment once it becomes obsolete, etc.

Attachments

The following attachments must be included with all proposals:

- Brief summary of the grant request which includes: one or two paragraphs summarizing the proposed project; the name, address and telephone number of the requesting organization; the person to contact regarding the proposal; and the dollar amount requested. This summary may be in the form of a cover letter.
- The names and affiliations of the applicant organization's Board of Trustees.
- Brief background/history of the requesting organization, including: When and how organization was established; its mission/purpose; accomplishments to date; and a listing of all current programs and services.
- The organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheet must be provided.
- The organization's current operating budget.
- Copy of the applicant's tax exemption letter from the Internal Revenue Service.

For Additional Information, please write or call:

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Andersons Fund Supporting Organization
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Toledo, Ohio 43604
Telephone: (419) 241-5049

NOTE: Please do not FAX proposals.