



## **Safety Net Fund Grant Guidelines**

The Toledo Community Foundation, Inc., is a public charitable organization created by citizens of our community to enrich the quality of life for individuals and families in our service area, which includes Northwest Ohio and Southeast Michigan.

The Safety Net Grantmaking Program has been established to support nonprofit organizations that offer basic needs assistance, which has been defined as food, clothing and shelter. Funds are limited and grants will be awarded on a competitive basis. Funds may be awarded in 2009 only and should not be depended upon as an annual source of support. Applicant organizations should have a demonstrated track record of providing food, clothing or shelter services. Safety Net funds are not intended to support start-up programs. Rather the purpose of the Safety Net Grantmaking Program is to provide support for existing food, clothing and shelter services.

Proposals will only be considered from nonprofit, charitable organizations which have been designated as having tax-exempt status under section 501(c) (3) of the Internal Revenue Service code. Applicant organizations must be located in and providing services for residents of Northwest Ohio and Southeast Michigan. Governmental organizations/agencies are not eligible to receive grants through this fund.

### **Grant Application Process**

The Foundation will begin accepting grant requests on March 2, 2009. Completed grant applications will be carefully reviewed by the Foundation's professional staff and Board of Trustees. Applicant organizations will receive written notice regarding the status of their funding request within one month of application.

Consideration will be given by the Foundation to the following:

- How grant funds will impact the organization's ability to provide basic needs services and priority will be given to those programs that offer direct and immediate assistance.
- The degree to which the organization has the capacity to assess needs and allocate resources.
- The organization's fiscal responsibility and management record.

### **Contents of a Proposal**

The written proposal should be in narrative form and limited to no more than four typewritten pages. Please do not bind the proposal (other than stapling one corner).

The following information must be included in all proposals:

- 1) Purpose and Need – State the goals and objectives of the basic needs service(s). Identify the population and number of individuals to be served. Describe how grant funds will address the needs of local residents.
- 2) Implementation – Summarize the timeframe for implementation. List the individual(s) responsible for overseeing the program and their qualifications.

- 3) Evaluation – State the criteria and procedure that will be used to evaluate the success of the program. Relate this evaluation to the stated goals and objectives.
- 4) Budget Information – Provide a project budget, including the following information: projected income and expenses and the period (beginning and ending dates) for which the funds are being requested.
- 5) Future Support – Identify plans for securing ongoing operational support for the program once Safety Net Funds are expended.

### **Attachments**

The following attachments must be included for a proposal to be considered complete. Incomplete proposals will not be reviewed.

- 1) Copy of the organization's tax exemption letter from the Internal Revenue Service.
- 2) The names and affiliations of the applicant organization's Board of Trustees.
- 3) Brief background/history of the requesting organization, including: When and how the organization was established; its mission/purpose; accomplishments to date; and a listing of all current programs and services.
- 4) A copy the organization's most recent annual report.
- 5) 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.
- 6) The organization's current operating budget which includes line-items indicating both income and expenses.

### **Funds from the Safety Net Grantmaking Program cannot be used for:**

- |                                    |                               |
|------------------------------------|-------------------------------|
| -Direct cash assistance            | -Equipment                    |
| -Endowment funds                   | -Fundraising campaigns        |
| - Marketing/Public relations       | -Prescription drugs           |
| -Program development               | -Sectarian/religious programs |
| -Training                          | -Transportation expenses      |
| -Video or other electronic devices |                               |

**Proposals will be accepted in the Toledo Community Foundation offices (300 Madison Avenue, Suite 1300, Toledo, Ohio 43604) beginning March 2, 2009. Applications submitted after March 2, 2009 will be reviewed on an ongoing basis until funds have been expended. Faxed or emailed proposals will not be accepted.**

### **For additional information, please contact:**

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