



## 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.

### Grantmaking 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.

**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.<sup>1</sup>
- 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 for proposals is **April 15. Proposals must be submitted through the Foundation's online application process.** The online application can be accessed via the Foundation's website at [www.toledocf.org](http://www.toledocf.org). Only proposals submitted using the Foundation's online application process will be considered. Proposals, including all required attachments, must be received by the application deadline in order to be considered for funding.

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.

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<sup>1</sup> *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.*

## Contents of a Proposal

The proposal should briefly describe the following:

- **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 detailed 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:

- 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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