



The Fran and Dick Anderson Community Support Fund

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 Fran and Dick Anderson Community Support Fund has been established for the sole purpose of supporting the operations of eligible charitable organizations that may be suffering from the recent economic downturn or other special circumstances. Funds may be awarded one time only and should not be depended upon as an annual source of support. Applicant organizations should have a demonstrated track record of service provision with an established program as funds are not intended to support start-up programs.

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 or Southeast Michigan. Governmental organizations/agencies are not eligible to receive grants through this fund.

Grant Application Process

The Foundation is currently accepting grant requests. Completed grant applications will be carefully reviewed by the Foundation's professional staff and a special committee appointed by the Board of Trustees and Fran and Dick Anderson. Applicant organizations will receive written notice regarding the status of their funding request within three months of application.

Consideration will be given by the Foundation to the following:

- The provision of high quality, unduplicated services that address a significant community need.
- The ways in which grant funds will impact the organization's ability to continue providing services.
- The degree to which the organization has the capacity to sustain operations in the future.
- 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 three typewritten pages. Please do not bind the proposal.

The following information must be included in all proposals:

- 1) Purpose and Need – State the goals and objectives of the service(s) provided by the organization. Identify the population and number of individuals to be served. Describe how grant funds will be used to support operations of the organization. Please identify specific issues that have negatively affected the organization that are related to the funding request.
- 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 organization’s success. Relate this evaluation to the stated goals and objectives.
- 4) Future Support – Identify the organization’s plans for securing ongoing operational support once funds are expended.
- 5) Budget information – Explain the proposed use of funds. Include the following information: projected income and expenses and the period (beginning and ending dates) for which the funds are being requested.

Attachments

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

- 1) The organization’s current operating budget which includes line-items indicating both income and expenses.
- 2) Financial statements – Provide year-end financial statements for the past three years.
- 3) 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.
- 4) A copy of the organization’s tax exemption letter from the Internal Revenue Service.
- 5) The names and affiliations of the applicant organization’s Board of Trustees.
- 6) 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.
- 7) A copy of the organization’s most recent annual report.

Proposals are currently being accepted in the Toledo Community Foundation offices (300 Madison Avenue, Suite 1300, Toledo, Ohio 43604). Applications 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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