



#GivingTuesdayNWO Grant Guidelines

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. The Foundation serves northwest Ohio and southeast Michigan with a particular emphasis on the greater Toledo area.

#GivingTuesday™ is a global day dedicated to giving back. On Tuesday, November 28, 2017, charities, families, businesses, community centers and students around the world will come together for one common purpose: to celebrate generosity and to give. Toledo Community Foundation encourages northwest Ohio nonprofit organizations to participate in this global day of giving by offering a matching grant for charities that register to participate in the local campaign, titled #GivingTuesdayNWO. For more information and updates on #GivingTuesdayNWO, visit The Center for Nonprofit Resources website at www.c4npr.org and subscribe to the e-newsletter.

Proposals for the #GivingTuesdayNWO matching grant program will be accepted from nonprofit organizations that participated in the local campaign. These funds will be granted as a one-to-one match for donations obtained by participating nonprofit organizations on November 28, 2017 via online donation, cash, check or from a Donor Advised Fund at Toledo Community Foundation. Matching funds will be awarded on a first come, first served basis to participating nonprofit organizations, with a maximum award of \$500 per organization. Should more funds be available than total grant requests, a secondary process to distribute remaining funds will be instituted.

Grants will only be awarded 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 Application Process

This matching grant program employs a two-step application process. Both steps must be completed in order to be eligible for funding consideration. The first step involves registration through Toledo Community Foundation prior to the global day of giving (November 28, 2017) and the second involves the submission of a grant proposal to Toledo Community Foundation in December 2017.

Step One: Registration – Organizations must register their participation in the #GivingTuesdayNWO local campaign through the Toledo Community Foundation website by noon on November 27, 2017. The online registration form (Intent to Participate) can be found in Step 1 for nonprofits at www.toledocf.org/givingtuesday. This step is a mandatory prerequisite for grant eligibility.

Step Two: Application – Proposals of up to \$500 will be accepted during a limited window of time from noon on December 6, 2017 through 11:59 p.m. on December 13, 2017 through the Toledo Community Foundation's online application process. The online application can be accessed via the grants page on the Foundation's website at www.toledocf.org. Proposals, including all attachments, must be received by 11:59 p.m. on the application deadline in order to be considered for funding. All grant applications will be carefully reviewed by the Foundation's professional staff and Board of Trustees. Funding is limited and will be awarded on a first come, first served basis.

Contents of a Proposal

The following information must be included in all proposals:

- **Implementation** – Briefly summarize your organization’s #GivingTuesdayNWO fundraising activities, including a description of your strategy for bringing in donations, as well as the use of technology, website and/or social media to support your campaign. (300 word limit)
- **Amount Requested** – Organizations may request a grant amount equal to the total amount of donations obtained on November 28, 2017 via online donation, cash, check or from a Donor Advised Fund at Toledo Community Foundation up to \$500. **Please note that pledged donations will not count towards the matching grant.** Grants are capped at \$500 per organization.
- **Amount Raised** – Please indicate the total amount raised on November 28, 2017.
- **Match Documentation** – Organizations must attach a spreadsheet documenting the donations secured on November 28, 2017, which indicates the source, amount and methodology of payment (online, check, cash or from a Donor Advised Fund at Toledo Community Foundation). The Foundation reserves the right to request additional documentation at a later date if necessary.

Attachments – According to a new procedure instituted in 2017, the following attachments must be submitted with every grant application made to Toledo Community Foundation. Please pay close attention to the details or your application may be considered incomplete. Acceptable file types include Word, Excel and PDF only.

Required attachments include:

- **Board List** - The names and affiliations of the organization’s Board of Trustees.
- **IRS Letter** - A copy of the organization’s tax exemption letter from the Internal Revenue Service.
- **Background** - Brief background and history of the organization, including when and how the organization was established, its mission or purpose, accomplishments to date and a listing of all current programs and services.
- **Financial Statements** - There are two options for submission of financial statements, which include:
 - (1) Option 1 - If the organization has had an audit prepared within 12 months of the date of application, please provide the full audit; or
 - (2) Option 2 - If audited financial statements for this time frame are not available, provide the unaudited income & expense statement (P&L) and balance sheet for the organization’s most recent fiscal year-end. Note that both statements must be submitted if this option is selected.
- **Operating Budget** - A board-approved operating budget for the current fiscal year of the organization.

For additional information, please contact:

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