



## 2018 #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 27, 2018, 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 eligibility to receive one of three \$5,000 grant awards to charities that register and participate in the local campaign, #GivingTuesdayNWO. For more information and updates on #GivingTuesdayNWO, visit The Center for Nonprofit Resources website at [www.c4npr.org](http://www.c4npr.org) and subscribe to the e-newsletter.

Organizations that register for the grant program prior to Giving Tuesday, participate in the day of giving by collecting contributions via online donation, cash, check or from a Donor Advised Fund at Toledo Community Foundation, and complete a results survey following Giving Tuesday are eligible to be selected for one of three total grants being awarded. A random selection process will be utilized to identify organizations from the following categories:

- Large Organization Category – for organizations with an annual operating budget more than \$500,000
- Small Organization Category – for organizations with an annual operating budget less than \$500,000
- Mastermind Participant Category – The Center for Nonprofit Resources will offer two free Giving Tuesday Mastermind sessions to prepare organizations to make the most of the giving day. These sessions will be held approximately 60 days and 30 days prior to Giving Tuesday. Organizations that send representatives (staff or volunteer) to both sessions will qualify for this category. Representatives must verify attendance by signing a roster at the event. A single individual may only represent one organization at the sessions. See [www.c4npr.org](http://www.c4npr.org) for session dates and times.

Nonprofits that meet the criteria to qualify as a Mastermind Participant Organization will receive an entry in both that category, as well as the Large or Small Organization category, but will only be eligible to receive one award.

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 grant program employs a two-step 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 Giving Tuesday (November 27, 2018) and the second involves the completion of a survey that details #GivingTuesdayNWO results.

**Step One: Registration** – Organizations must register their participation in the #GivingTuesdayNWO local campaign through the Toledo Community Foundation website by noon on November 26, 2018. The online

registration form (Intent to Participate) can be found in Step 1 for nonprofits at [www.toledocf.org/givingtuesday](http://www.toledocf.org/givingtuesday). Registration will open on October 9. This step is a mandatory prerequisite for grant award eligibility.

**Step Two: Results Survey** – Organizations must also complete a Results Survey after the conclusion of Giving Tuesday to be eligible to be selected for the grant award. Responses to the results survey will be collected during a limited window of time from December 4, 2018 through January 4, 2019. The survey will be available on the Toledo Community Foundation website [www.toledocf.org/givingtuesday](http://www.toledocf.org/givingtuesday). Organizations must answer all required questions to meet the eligibility requirements of this step. These questions include, but are not limited to, the total amount of dollars raised and the organization's implementation strategy.

Organizations randomly selected to receive a #GivingTuesdayNWO grant will be contacted and required to submit standard organizational due diligence documentation prior to the award of funds. This includes the following items:

- **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.
- **#GivingTuesdayNWO Donation Document** - Verification that organization collected donations on November 27, 2018.

**For additional information, please contact:**

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