



## Reed Fund of the Toledo Community Foundation Guidelines for Grant Seekers

The Toledo Community Foundation, Inc. is a public charitable organization created by citizens of our community to enrich the quality of life of individuals and families.

The Reed Fund of the Toledo Community Foundation primarily, but not exclusively, requests proposals from nonprofit organizations whose programs benefit the education, health and cultural activities of youth in northwest Ohio and southeast Michigan. The fund makes grants for seed money, general operations and equipment. Funds are limited and should not be depended upon as an annual source of support.

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.

### Grant Application Process

Proposals must be submitted through Toledo Community Foundation's online application process. Proposals, including all required attachments, must be received by 11:59 p.m. of the application deadline in order to be considered for funding.

### Review Process

Completed grant applications are carefully reviewed by the Toledo Community Foundation's professional staff and Board of Trustees. Applicant organizations will be notified of the status of their request approximately six to eight weeks after the submission deadline. Expenses incurred by an applicant organization prior to award notification cannot be covered by Foundation funds.

### Contents of a Proposal

The proposal should be in narrative form and must briefly address the following information:

- **Purpose and Need** - State the goals and objectives of the project. Identify the problems or needs which will be addressed. Identify the population that will benefit from this project or program. (750 word limit)
- **Implementation** - Summarize the plans and timeframe for implementation of this project. Identify the individual(s) who will be responsible for overseeing the program and briefly describe their qualifications. (250 word limit)
- **Evaluation** - State the criteria and procedure that will be used to evaluate the success of the proposed program. Relate this evaluation to the stated goals and objectives. (250 word limit)
- **Future Support** - Identify plans for securing ongoing operational support for this project once Foundation funds are expended. Include anticipated future financial needs of the program, potential sources of funding, etc. (250 word limit)
- **Project Budget Information** - Provide a one-page project budget as an attachment, which includes the following information: projected income and expenses; all sources of program funding (both solicited and received); and the period (beginning and ending dates) for which funds are being requested.

## **Attachments**

The following attachments must be submitted one time per calendar year to the Toledo Community Foundation when completing a competitive grant request. To determine if an organization has submitted the necessary attachments for this calendar year, please visit [www.toledocf.org/DueDiligenceGD](http://www.toledocf.org/DueDiligenceGD). Applicants are encouraged to review the list of organizations that have satisfied this requirement prior to initiating a grant request to determine if the following attachments need to be submitted.

- A 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.
- The names and affiliations of the applicant organization's Board of Trustees.
- 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 which includes line-items indicating both income and expenses.
- A copy of the organization's tax exemption letter from the Internal Revenue Service.
- Project budget information (as referenced in the previous section).

**Faxed, emailed and mailed proposals will not be accepted. Proposals not meeting submission requirements will not be reviewed.**

**For additional information, please contact:**

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