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 Foundation seeks proposals requesting operating support for programs/services assisting senior citizens, including programs designed to enable the elderly to live as independently as possible. Applicant organizations should have a demonstrated track record of providing services for the elderly. Funds are limited and should not be depended upon as an annual source of support. If you believe that your client base or program(s) fits the criteria listed above, you may apply for a grant.

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 deadline for proposals is **June 20, 2012**. 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 must be received online by midnight of the application deadline.

Completed grant applications are carefully reviewed by the Foundation’s professional staff and Board of Trustees. Applicant organizations will be notified of the status of their request by late September. Expenses incurred by an applicant organization prior to award notification cannot be covered by Foundation funds.

**Contents of a Proposal**

The following information must be included in all proposals:

1. **Purpose and Need** - State the goals and objectives of the project or program. Identify the population that will benefit from this project or program. Clearly note the number of elderly that are anticipated to benefit from the project or program. (750 word limit)

2. **Implementation** - Summarize the plans and timeframe for implementation of this project or program. Identify the individual(s) who will be responsible for overseeing the project or program and briefly describe their qualifications. (250 word limit)

3. **Evaluation** - State the criteria and procedure that will be used to evaluate the success of the proposed project or program. Relate this evaluation to the stated goals and objectives. (250 word limit)

4. **Future Support** - Identify plans for securing ongoing support for the project or program once Foundation funds are expended. Include anticipated future financial needs of the project or program, potential sources of funding, etc. (250 word limit)

5. **Project Budget Information** - Provide a one-page budget as an attachment, which includes the following information: projected income and expenses; all sources of project or 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 included with all proposals:
1. The names and affiliations of the applicant organization’s Board of Trustees.
2. 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.
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. The organization’s current operating budget.
5. Copy of the applicant’s tax exemption letter from the Internal Revenue Service.
6. Project budget information (as referenced in the previous section).

**Proposals must be submitted through the Foundation’s online application system by June 20, 2012. Faxed, emailed and mailed proposals will not be accepted. Attachments should be uploaded with the proposal, but if mailed must be received at the Foundation by the application deadline. Proposals not meeting submission requirements will not be reviewed.**

**For further information, please contact:**
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