Grant Seeker FAQ

What is the amount of the average grant? [+]
There is a wide range in the amount of grants awarded. Grantees are encouraged to request the amount actually needed to successfully complete the proposed project.

Are grants funded over multiple years? [+]
It is unusual for a grant award to cover a period of several years; grant requests are generally funded for one year.

What types of requests are not funded? [+]
Areas generally not funded include individuals, computer hardware and software, vehicles, conferences, capital and research.

Can individuals apply for grants? [+]
No. The Foundation only makes grants to nonprofit organizations and not to individuals. However, if you are a student seeking scholarship assistance, **click here to learn more about Toledo Community Foundation's scholarship offerings**.

What do I do if I am having trouble submitting an application through the online application portal? [+]
 If you have received an error message from the online application portal, please clear the "cookies" in your internet browser and try your submission again. You may do this by following the instructions associated with your particular internet browser (Firefox, Internet Explorer, Safari, etc.). If this does not resolve the issue, you may contact Toledo Community Foundation by phone (419-241-5049) and ask to speak to any member of the Program Department (Patrick Johnston, Chris Dziad or Anneliese Grytafey).   You may also e-mail questions to members of the Program Department (Patrick@toledocf.org, Chris@toledocf.org or anneliese@toledocf.org). Please be advised that, while Foundation staff makes every effort to be available in advance of the grant deadline, we may be unable to help with requests made very near to the deadline. We encourage you to contact us early if you have questions and to test your system well in advance of submission to ensure that you will have no technology issues.

Can I call someone at the Foundation to inquire about my specific grant proposal? [+]
Specific questions regarding the grant application process should be directed to the program officer listed on the very bottom of the grant guidelines document associated with each funding opportunity. General requests can be addressed to Anneliese Grytafey, Vice President, Strategic Initiatives & Grantmaking, at 419.241.5049 or email, **Anneliese@toledocf.org**. We encourage first time and returning applicants to contact our Program Department staff to discuss proposals prior to submission. While we cannot review draft proposals, we are happy to answer questions about the application process and provide general guidance on types of requests that each funding opportunity will consider.

Where can I get assistance in writing a proposal? [+]
Toledo Community Foundation does not provide direct assistance with writing proposals, but The Center for Nonprofit Resources can connect you to training and individuals who provide the necessary guidance. The Center for Nonprofit Resources conducts workshops on proposal writing, among other services. Contact Heather L. Bradley, Director, or Toni Shoola, Associate Director, The Center for Nonprofit Resources, by email (heather@c4npr.org or Toni@c4npr.org) or call 419.241.9513. You can find a listing of the workshops currently being offered at **www.c4npr.org**.

How does an agency go about applying for a grant from the foundation? [+]
Toledo Community Foundation publishes a set of Guidelines or a Request for Proposals for each competitive grant opportunity. All prospective applicants must read this document carefully to determine whether the grant opportunity presents a "fit" for the specific project they have in mind. All prospective applicants are encouraged to contact the Program Officer listed on the bottom of the Guidelines or Request for Proposals document to discuss the proposal prior to application submission.

If the applicant wishes to proceed, he or she should click the link under the grant opportunity that states "To apply, click here" to be taken to the Foundation's online application portal. All applications must be submitted using this online application process.

How long does it take from the time I submit a proposal until a decision is made? [+]
All grant applications are carefully reviewed by the Foundation's professional staff and Board of Trustees. The Board of Trustees meets approximately 3-1/2 months subsequent to each deadline date to make funding decisions. Applicant organizations are notified, in writing, of approval/denial of funding requests within one week after the Board of Trustees takes action.

What are the Foundation's current procedures regarding the collection of due diligence documents? [+]
According to a new procedure instituted in 2017, organizational due diligence attachments (board list, IRS letter, financial statements, budget, background) must be submitted with every grant application, with the exception of applications made to the First Solar Corporate Charitable Fund and the Mud Hens-Walleye Transportation Fund. Toledo Community Foundation no longer accepts these documents one time per calendar year. They must be submitted every single time the organization applies for a grant. These documents must be submitted through the online application portal at the time of the grant submission. Faxed, emailed, mailed and/or delivered documents will not be accepted. Please find detailed instructions within each set of grant guidelines.

There are some important details to keep in mind when submitting due diligence attachments. Acceptable file types include Word, Excel and PDF only.

With regard to the board list, applicants must be sure to include both the names and affiliations of the board members.

With regard to financial statements, there are two options for submission: (1) If the organization has had an audit prepared within 12 months of the date of application, the applicant may supply the full audit; or (2) If the organization does not have a full audit, or has one that is older than

this, the applicant must submit both the balance sheet and the income & expense statement (also known as a "profit & loss statement" or "P&L"). Both of these statements must be supplied for the most recent fiscal year-end for the organization. These statements (balance sheet and income & expense statement) can be supplied as either one single attachment, or two.

Finally, when it comes to the organizational budget, be sure to submit a budget that has been approved by the board for the current fiscal year of the organization at the date of application. Toledo Community Foundation suggests that you clearly named your files before submission. Before you upload these attachments to our application portal, save these documents on your own computer with a name that matches the attachment type and includes your organization's name. (For example, "Board List – ABC Services Agency" or "Operating Budget – ABC Services Agency.")

Be aware that many of our grant guidelines require other attachments to be submitted, such as a project budget. Always read the grant guidelines for all required details. If you have any questions about this or any other aspect of the Toledo Community Foundation grant application process, please call our number at 419-241-5049 and ask to speak to a member of the Program Department.

Is there a difference between a Request for Proposals (RFP) and Guidelines? [+]
No. These terms are used interchangeably to mean a set of instructions an applicant must consult to find all pertinent information about how to respond to a specific grant opportunity. The term "Guidelines" has historically been used at the Foundation to refer to a set of grant application instructions that are expected to remain roughly the same from year to year. The term "Request for Proposals" has historically been used to refer to a set of grant application instructions that may change each year or may be used one time for a special opportunity. Regardless of whether the document is called "Guidelines" or "Request for Proposals," each prospective applicant must read the document very carefully to ensure that their grant application is responsive and complete.

If my organization receives a grant from Toledo Community Foundation, are we required to report outcomes associated with the funding? [+]
Some grants issued by the Toledo Community Foundation do require interim/final reports to be submitted. Any required reports and associated deadlines would be described in the grant agreement provided to the grantee organization. Specific instructions on how to submit reports are also included in the agreement.

Additional Questions [+]
If you have additional questions about Toledo Community Foundation processes or giving options, you may also want to consult the content covered in our **Donor/Fund** and **Advisor** FAQs.