



Toledo Mud Hens Baseball Club's *Helping Hens Fund* 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, which includes northwest Ohio and southeast Michigan.

Toledo Mud Hens Baseball Club's *Helping Hens Fund* of the Toledo Community Foundation requests proposals from nonprofit organizations seeking to provide programming that promotes the overall fitness and wellness of children enrolled in kindergarten through twelfth grade. Priority will be given to projects that encourage activities during warm weather months. Funds must be used to facilitate participation in an organization's exercise, sports and/or physical recreation programming. A preference will be placed on programs incorporating an educational component that enables participants to learn skills associated with healthy lifestyles.

Funds may be used to cover a participant's league/enrollment fees, transportation, equipment, uniform costs and program materials. Funds may also be requested for costs associated with maintaining or rehabilitating sporting venues like baseball diamonds, football fields or other similar facilities. Funds are limited and grants will be awarded on a competitive basis. Priority will be given to projects that have not previously received support from the Helping Hens Fund. Organizations that receive a Walleye Wishing Well Fund grant are not eligible for Helping Hens funding in the same calendar year. Funds should not be depended upon as an annual source of support. It is anticipated that multiple awards will be made in an approximate range of \$1,500 to \$10,000 each.

Grant Application Process

The annual deadline for proposals is March 1. Proposals must be submitted through the Foundation's online application process by 11:59 p.m. on the deadline date. The online application can be accessed via the Foundation's website at www.toledocf.org. Proposals must be received by the application deadline in order to be considered for funding.

Completed grant applications are carefully reviewed by the Foundation's professional staff and the Helping Hens grant review committee. Applicant organizations will be notified of the status of their request in April. Expenses incurred by an applicant organization prior to award notification cannot be covered by Foundation funds. 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.

Contents of a Proposal

The following information must be included in all proposals:

- **Project Description** - State the goals and objectives of the project or program. Indicate how the proposed activities would facilitate youth access to fitness and wellness opportunities. Summarize the plans and timeframe for implementation. Identify and briefly describe the

qualifications of the individual(s) who will be responsible for overseeing the project or program. (1000 word limit)

- **Evaluation** – State the number of youth anticipated to benefit from the proposed project or program. Calculate the projected cost per participant by dividing the requested grant amount by the number of participants.
- **Future Support** - Estimate how long equipment or other funded supplies will be used into the future. 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)
- **Project Budget Information** - Provide a one-page, line-item budget as an attachment, which:
 - (1) specifies the requested grant period;
 - (2) delineates line-item expenses that clearly detail the proposed use of grant funds;
 - (3) lists projected income (both solicited and received) and expenses for the proposed project.

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.
- **Project Budget** (as referenced in the previous section).

Proposals must be submitted through the Foundation's online application system by March 1 at 11:59 p.m. Faxed, emailed and mailed proposals will not be accepted. Proposals not meeting submission requirements will not be reviewed.

For further information, or to discuss a possible submission, please contact:

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