



## **The Katherine R. Smith Funds for Youth of the Waterville Community Foundation Request for Proposals**

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 Waterville Community Foundation is a charitable organization, affiliated with the Toledo Community Foundation, dedicated to the enrichment of community life in Waterville and the surrounding area.

The Katherine R. Smith Funds for Youth of the Waterville Community Foundation requests proposals from nonprofit organizations in northwest Ohio whose programs enhance the lives of young people under the age of 18. Any organization with services benefitting youth residing in Lucas or Wood Counties are encouraged to apply, with preference given to those that serve residents of Waterville and the Anthony Wayne Local School District. Projects and organizations that benefit children with developmental disabilities or abused children are a particular priority of these funds.

The Katherine R. Smith Funds for Youth seeks proposals for projects that can demonstrate impact over the course of a project period, and therefore will only consider requests that exceed \$3,000. It is anticipated that approximately \$40,000 will be available annually for distribution through this request for proposals. In addition to operating expenses for existing programs, applicants may seek support for expenditures associated with the establishment of new programs. Funds should not be depended upon as an annual source of support. Requests for funds to produce films, videos or television programs will be considered a lower priority.

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 or providing services for residents of Lucas or Wood County.

### **Grant Application Process**

The annual deadline for proposals is **January 31**. 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). Proposals must be received by 11:59 p.m. of the application deadline in order to be considered for funding.

Completed grant applications are carefully reviewed by both the Waterville Community Foundation and Toledo Community Foundation's professional staff and Boards of Trustees. Applicant organizations will be notified of the status of their request in March or April. 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:

1. **Purpose and Need** – State the project goals and objectives. Identify the problems or needs that will be addressed. Identify the population that will benefit from this project or program. (750 word limit)
2. **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)
3. **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)
4. **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)
5. **Project Budget Information** – Attach a one-page project budget, 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** – 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 January 31 at 11:59 pm. Faxed, emailed and mailed proposals will not be accepted. Attachments must be uploaded with the proposal. Proposals not meeting submission requirements will not be reviewed.

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

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