



**Toledo
Community
Foundation**

**Mud Hens-Walleye Transportation Fund
of the Toledo Community Foundation
Guidelines for Accredited Schools Grantseekers
2018-2019 Game Season**

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.

Mud Hens-Walleye Transportation Fund of the Toledo Community Foundation is pleased to announce transportation grants for schools wishing to attend a Toledo Mud Hens baseball or Toledo Walleye hockey game. The goal of the fund is to address financial barriers, which prevent schools from spending an unforgettable day at the ballpark or ice rink. Awards of up to \$1,000 will be granted to schools that meet the eligibility requirements.

Eligibility

1. Accredited schools (private, public, charter or parochial) within northwest Ohio and southeast Michigan who demonstrate a financial need for the funding. **Applicants are eligible to receive one transportation award for one Mud Hens game and one transportation award for one Walleye game between October 1, 2018 and September 30, 2019.**
2. The funding must be used to support a field trip to The Toledo Walleye at Huntington Center to attend a hockey game between October 1, 2018 and April 30, 2019 or The Toledo Mud Hens at Fifth Third Field to attend a baseball game between April 1 and May 30, 2019.
3. Funds may only be used for school buses and rented charter buses or vans specifically required for transportation of participants. Funds may not be used to reimburse mileage or provide travel expenses on borrowed vehicles or vehicles belonging to the grantee organization that do not require specialized licenses and drivers. An invoice for transportation services and a final report must be submitted to the Toledo Community Foundation before payment is issued.
4. Grant requests must be between \$100 and \$1,000.
5. Proposals will 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 or from accredited schools.

Grant Application Process

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. Only proposals submitted using the Foundation's online application process will be considered. Proposals must be received online by 11:59 p.m. of the application deadline.

The Foundation's professional staff carefully reviews completed grant applications. Recipients will receive a confirmation from the Toledo Community Foundation, once the grant is awarded.

Contents of a Proposal

The following information must be included in all proposals:

- 1) Purpose and Need – Briefly summarize the nature of the request. Identify the population and number of individuals to be served. Describe how a lack of transportation is a barrier for your organization to attend Mud Hens or Walleye games.
- 2) Budget Information – Explain the use of the proposed funds (i.e. yellow school bus, van rental). Include the following information: beginning and ending dates for which the funds are being requested (date range of the field trip) and any additional funding being requested to support the field trip transportation (i.e. fundraisers, sponsorships, parent support).

Directions for Completing the Proposal

Proposals for transportation funding will be accepted once per season for each team during the 2018-2019 seasons.

Toledo Walleye Proposal Deadlines and Payment Schedule

Proposal Deadlines	Award Notification (no later than)	Report with Invoice Due	Payment Date
October 1, 2018	October 15, 2018	Within two weeks of game attended	Within one month of report/invoice receipt

Toledo Mud Hens Proposal Deadlines and Payment Schedule

Proposal Deadlines	Award Notification (no later than)	Report with Invoice Due	Payment Date
March 15, 2019	March 30, 2019	May 30, 2019	June 15, 2019

For additional information, please contact:

Lori Quartermaine, Grants Manager

Toledo Community Foundation, Inc.

300 Madison Avenue, Suite 1300

Toledo, OH 43604

lori@toledocf.org

(419) 241-5049