



Oswald Supporting Organization Grant Guidelines

At present, the Supporting Organization has a very limited amount of funds available for grant making, and therefore cannot accept unsolicited grant applications or proposals. These Guidelines are provided only to select nonprofits as determined by the Supporting Organization's Board of Trustees.

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. The Oswald Supporting Organization (hereinafter referred to as the Supporting Organization) was created under the auspices of the Toledo Community Foundation, Inc. for the purpose of offering grant support for charitable programs that enrich the quality of life for citizens of northwest Ohio and southeast Michigan.

Grants are awarded only to nonprofit, charitable organizations which have been designated as having tax-exempt status under section 501(c)(3) of the Internal Revenue Service code.

Focus Areas

The Supporting Organization has a particular interest in providing grants to support projects or programs that:

- Enable families (both traditional and non-traditional) to develop the skills/resources needed to nurture each member;
- Promote the advancement, self-sufficiency and intellectual, social, emotional and cultural growth of women and children of all ages.

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. At this time, the Oswald Supporting Organization does not accept unsolicited proposals. If invited to apply, please reference the letter of invitation for the exact web address leading to the confidential application portal. Proposals must be received by 11:59 p.m. of the application deadline in order to be considered for funding.

The Toledo Community Foundation's professional staff and the Oswald Supporting Organization's Board of Trustees carefully review all grant proposals. Applicant organizations are notified, in writing, of approval/denial of funding requests within one week after the Supporting Organization's Board of Trustees takes action. The Supporting Organization cannot pay project expenses incurred by an applicant organization prior to notification of approval/denial.

Please note that grants are awarded on a competitive basis, may be available for one year only and cannot be counted on as an annual source of support.

Contents of a Proposal

The following information must be included in the proposal:

- **Purpose and Need** - State the goals and objectives of the project. Identify the problems or needs which will be addressed. Identify the population that will benefit from this project or program. (750 word limit)

- **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)
- **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)
- **Sustainability** - Identify plans for securing ongoing support for this project once Supporting Organization's funds are expended. Include anticipated future financial needs of the program, potential sources of funding, etc. (250 word limit)
- **Project Budget Information** - Attach a one-page project budget, which:
 - (1) specifies the requested grant period
 - (2) delineates line-item expenses that clearly detail the proposed use of grant funds; and
 - (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).

Grant Review Criteria

The Supporting Organization's Board of Trustees will place priority on proposals which:

- Represent an unduplicated opportunity and address a significant community need that falls within the Focus Areas listed in the Guidelines;
- Do not rely on the Supporting Organization as the sole source of support for the project or program;
- Include a thoughtful, reasonable plan for obtaining continuing financial support from internal and/or external sources once grant funds have been expended.

The Supporting Organization *usually* will not make grants to:

- Reduce or eliminate budget deficits for established programs;
- Annual campaigns;
- Support sectarian activities of religious organizations.

For additional information, please contact:

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