# The Fund for Islamic Understanding, Education and Dialog of the Greater Toledo Community Foundation Request for Proposal

Greater 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.

The Foundation seeks proposals to support projects, programs or services that provide education opportunities that promote a greater understanding of Muslims and the Islamic faith. Funds may also be used to support multi-faith events, if there is a significant emphasis on the Islamic faith. Funds are limited and will be awarded on a competitive basis.

**Grant Application Process**

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.

Proposals will be reviewed on a continual basis. 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.

Completed grant applications are carefully reviewed by the Foundation's professional staff and Board of Trustees. Applicant organizations will be notified of the status of their request approximately three months after submission. Expenses incurred by an applicant organization prior to award notification cannot be covered by Foundation funds.

**Contents of a Proposal**

The following information must be included in all proposals:

1. **Purpose and Need -** State the goals and objectives of the project or program. Identify the population that will benefit from this project or program and the number of individuals that will be served. (750 word limit)
2. **Implementation -** Summarize the plans and timeframe for implementation of this project or program. Identify the individual(s) who will be responsible for overseeing the project or 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 project or program. Relate this evaluation to the stated goals and objectives. (250 word limit)
4. **Future Support** - 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)

5. **Project Budget** - Provide a one-page budget as an attachment, which includes the following information: projected income and expenses; all sources of project or program funding (both solicited and received); and the period (beginning and ending dates) for which funds are being requested.

**Attachments –** The following attachments must be submitted with every grant application made to Greater 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. 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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