



## **Mud Hens-Walleye Transportation Fund of the Greater Toledo Community Foundation Grant Guidelines**

Greater Toledo Community Foundation 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 Greater Toledo Community Foundation is pleased to announce transportation grants for accredited schools and nonprofit organizations 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 and nonprofits from spending an unforgettable day at the ballpark or ice rink. Awards of up to \$1,000 will be granted to schools and nonprofit organizations that meet the eligibility requirements.

### **Eligibility**

1. Accredited schools (private, public, charter or parochial) and nonprofit agencies 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 annually.**
2. The funding must be used to support a field trip to The Toledo Walleye at Huntington Center to attend a hockey game or to The Toledo Mud Hens at Fifth Third Field to attend a baseball game.
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 Greater Toledo Community Foundation before payment is issued.
4. Grant requests must be between \$100 and \$1,000.
5. 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 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](http://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 Greater Toledo Community Foundation, once the grant is approved.

**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.

**Toledo Walleye Proposal Deadlines and Payment Schedule**

<b>Proposal Deadline</b>	<b>Award Notification (no later than)</b>	<b>Report with Invoice Deadline</b>	<b>Payment Date</b>
October 1	October 18	Within two weeks of game attended	Within one month of report/invoice receipt

**Toledo Mud Hens Proposal Deadlines and Payment Schedule**

<b>Proposal Deadline</b>	<b>Award Notification (no later than)</b>	<b>Report with Invoice Deadline</b>	<b>Payment Date</b>
March 15	March 31	Within two weeks of game attended	Within one month of report/invoice receipt

**For additional information, please contact:**

**Lori Quartermaine, Grants Manager**  
**Greater Toledo Community Foundation**  
**300 Madison Avenue, Suite 1300**  
**Toledo, OH 43604**  
[lori@toledocf.org](mailto:lori@toledocf.org)  
**419.241.5049**