Greater Toledo
**Community
Foundation**
Strength in Giving. Hope in Action.

Spark 2020
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. The Spark program was created to develop the next generation of young philanthropists in northwest Ohio. Each year, a cohort of young professionals will identify issues and passions that connect to immediate needs within the community and utilize philanthropic tools to impact those areas. Grant funding is limited and will be awarded on a competitive basis. In 2020, Spark anticipates total funding available will be approximately $20,000. Eligible funding expenditures include: personnel, capital and general operation for new and existing programs.

Focus Areas
The Spark 2020 cohort has a particular interest in providing grants to support new or existing early childhood education programs or enrichment services. Additional priority areas include projects that:
- Reduce transportation barriers and increase accessibility,
- Serve low-income youth,
- Reduce barriers for English as Second Language (ESL) families,
- Demonstrate innovative approaches with a proven track record of success within the population served.

Grant Application Process
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. The deadline for proposals is **March 12**. Proposals must be submitted through the Foundation's online application process. Proposals must be received by 11:59 p.m. of the application deadline date in order to be considered for funding.

Greater Toledo Community Foundation's professional staff and members of the Spark 2020 cohort will carefully review all grant proposals. Select applicants will be invited to deliver a ten minute in-person presentation to the full Spark cohort on April 2, 2020. Following that presentation, applicants will be notified of final determinations within one week. Funded projects must begin in April and conclude by October 2020. The grantee will have the opportunity to present an update on the project impact to the full Spark committee in late November or early December 2020.

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.
- **Implementation** - Summarize the plans for implementation of this project. Identify the individual(s) who will be responsible for overseeing the program and briefly describe their qualifications.
- **Evaluation** - Describe how the organization measures successful impact.
- **Sustainability** - Identify plans for securing ongoing support for this project once Spark's funds are expended. Include anticipated future financial needs of the program, potential sources of funding, etc.
- **Project Budget Information** - Attach a one-page project budget, which:
  (1) Confirms the requested grant period of April 2020 – October 2020;
  (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

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 <u>and</u> 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 <u>both</u> 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).

For additional information, please contact:
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