



COVID-19 Response Fund Request for Proposals

Greater Toledo Community Foundation is a public charitable organization created by citizens of our community to enrich the quality of life of individuals and families. As a place-based funder, the Foundation is prepared to leverage its resources to support sudden and unexpected needs that arise in our community. Greater Toledo Community Foundation responded to the great recession of 2008 by making grant funding available to nonprofits supporting basic needs of residents impacted by the economic downturn. Following the Water Crisis of 2014, the Foundation responded with grant opportunities to support any unexpected expenses incurred by nonprofits during the time Toledo was under the do-not-drink water advisory. The COVID-19 pandemic of 2020 represents another unexpected crisis impacting the greater Toledo area.

Based on our previous experiences, the Foundation has created the COVID-19 Response Fund as a mechanism to best support area nonprofits delivering critical services during this unprecedented time. The Foundation has seeded the fund with \$100,000 to respond to immediate needs and continues to raise additional funding for ongoing expenses incurred by nonprofits. All money raised will be granted to nonprofits working in northwest Ohio and southeast Michigan. Greater Toledo Community Foundation will not utilize any of the funds for internal costs or overhead.

The COVID-19 Response Fund of the Greater Toledo Community Foundation requests proposals from nonprofit organizations in northwest Ohio and southeast Michigan that incurred unexpected expenses working with communities who are disproportionately impacted by coronavirus and the economic consequences of the outbreak. The fund will consider supporting expenses incurred after March 18, 2020.

Grants will address the following priority areas:

- Immediate basic needs of economically vulnerable populations caused by closures and cancellations related to COVID-19
- The elderly and other high-risk populations who are experiencing a COVID-19 impact
- Residents who are food insecure
- Residents who have no medical insurance or who are underinsured

The COVID-19 Response Fund seeks applications from organizations with a demonstrated track record of service provision through established programs. Funds are not intended to support start-up programs. Applications seeking to offset loss of revenue as a result of cancelled fundraising events will not be considered.

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. Applicant organizations must be located in and providing services for residents of northwest Ohio or southeast Michigan.

Grant Application Process

Due to the evolving nature of the COVID-19 pandemic, the response fund will not operate on a definite timeline. Proposals will be reviewed on a rolling basis. Applicants will be notified within ten days of funding determinations. 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.

Contents of a Proposal

The proposal should be in narrative form and must *briefly* address the following information:

1. **Project Goals and Objectives** – State the goals and objectives of the project. Identify the problems or needs that will be addressed.
2. **Population to be Served** – Identify the population that will benefit from this project or program.
3. **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. Note any other funding opportunities from which the organization has applied to support COVID-19 related activities.
4. **Project Outcomes** – Provide information like how many residents you anticipate serving, number of meals that would be served, etc.
5. **Project Budget Information** – Provide a one-page project budget as an attachment, which includes the following information: projected income and expenses; all sources of 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. Attachments must be uploaded with the proposal. Proposals not meeting submission requirements will not be reviewed.

For further information, or to discuss a possible submission, please contact:

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