Equity & Access Initiative
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. In response to recent events across the nation and within Toledo, the Foundation created the Equity & Access Initiative to proactively address the concerns raised by communities that are disproportionately impacted by inequity and lack of access in the Greater Toledo area.

Greater Toledo Community Foundation seeks proposals that address a variety of areas including advocacy, economic development, employment and nonprofit capacity. Due to the complexity of these issues, only organizations with experience working within a proposal’s target geography will be considered. The Foundation seeks collaborative proposals that leverage multiple partners’ expertise. Applicants may submit stand-alone proposals during the initial application period; however projects which advance to the final application phase will be partnered with other projects to ensure a collaborative approach.

Grants will only be awarded to nonprofit, charitable organizations which have been designated as having tax-exempt status under section 501(c)(3) of the Internal Revenue Service code. Funds may be used to expand existing established programs or pilot new collaborations. Applicant organizations must be located in and providing services for residents of northwest Ohio or southeast Michigan.

Grant Application Process:
The Equity & Access Initiative will utilize a two-step application process. Letters of Intent (LOI) will be accepted until 11:59 p.m. on October 19, 2020. LOIs must be submitted through the Foundation’s online application system in order to be considered. The LOI should succinctly describe the proposed project and detail how it meets the priorities of the fund.

All proposals will be reviewed by the Foundation’s professional staff and the Equity & Access Initiative Advisory Committee of the Board of Trustees. The Equity & Access Initiative Advisory Committee will invite a select group of collaborative projects to submit full applications and will make final funding recommendations to the Foundation’s full Board of Trustees. Determinations on grant applications will be announced approximately five months after the deadline.
Grant Review Criteria – Competitive proposals will address these priority areas:

- Actively respond to one or more of the focus areas:
  - **Advocacy:** support action-oriented education on racism, implicit bias or other barriers that marginalize communities in the Greater Toledo area. Priority consideration will be given to projects that focus on the Black community.
  - **Employment:** Provide access to living wage careers.
  - **Economic Development:** Support best practices that expand the number of minority-owned businesses.
  - **Nonprofit Capacity:** Elevate existing skillsets of boards and management staff, and address technical gaps of nonprofits that serve minority communities.
- Directly address current and legacy concerns of communities that are disproportionately impacted by inequity and lack of access.
- Promote coordination, cooperation and sharing among organizations.
- Demonstrate a clear understanding of relevant community planning efforts and how the proposed project may correspond to and advance those efforts more efficiently.
- Propose a specific project rather than general operating support for organizations.

This Fund will not make grants to:

- Support the general operating budget or budget deficit of established organizations.
- Annual campaigns.
- Support sectarian activities of religious organizations.

Contents of the Letter of Intent: The following describes broad content areas of the application. Interested applicants should view the online proposal for a full listing of questions.

- **Project Description** – Brief description of project, including target population, timeline and project location.
- **Project Budget** – State the amount that is requested and specify how grant dollars would be used.
- **Collaboration** – Identify anticipated collaboration partners.
- **Outcomes** – Briefly highlight anticipated outcomes in relation to the grant focus areas.

Contents of a Full Proposal: The following describes broad content areas of the application. Interested applicants should view the online proposal for a full listing of questions.

- **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.
- **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.
- **Evaluate** – 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.
• Sustainability – Identify plans for securing ongoing support for this project once Foundation funds are expended. Include anticipated future financial needs of the program, potential sources of funding, etc.
• Project Budget – 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 including how dollars will be distributed among partner organizations; and
  (3) lists projected income (both solicited and received) and expenses for the proposed project.

Attachments: The following attachments will be required from applicants that are invited to complete a full proposal. LOI applicants are not required to submit these documents. 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:

For the applicant organization only, please 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:
  Option 1 – If the organization has had an audit prepared within 12 months of the date of application, please provide the full audit; or
  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).

For each partner organization participating in the application, please include:
• The names and affiliations of current Board members.
• The organization’s mission.
• The organization’s operating budget.
Letters of Intent and 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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