



2020 #GivingTuesdayNWO 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 Foundation serves northwest Ohio and southeast Michigan with a particular emphasis on the greater Toledo area.

#GivingTuesday™ is a global day dedicated to giving back. On Tuesday, December 1, 2020, charities, families, businesses, community centers and students around the world will come together for one common purpose: to celebrate generosity and to give. Greater Toledo Community Foundation encourages northwest Ohio nonprofit organizations to participate in this global day of giving by offering eligibility to receive one of two \$5,000 grant awards to charities that register and participate in the local campaign, #GivingTuesdayNWO. For more information and updates on #GivingTuesdayNWO, visit www.toledocf.org/2020/10/givingtuesdaynwo-2/. For additional information, nonprofit staff and board members can sign up to receive The Center for Nonprofit Resources newsletter by visiting www.c4npr.org/main/enewsletter-sign-up.

Organizations that register for the grant program prior to #GivingTuesdayNWO, participate in the day of giving by collecting contributions via online donation, cash, check or from a Donor Advised Fund at Greater Toledo Community Foundation, and complete a results survey following #GivingTuesdayNWO are eligible to be selected for one of two total grants being awarded. A random selection process will be utilized to identify organizations from the following categories:

- Large Organization Category – for organizations with an annual operating budget more than \$500,000
- Small Organization Category – for organizations with an annual operating budget less than \$500,000

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.

Grant Application Process

This grant program employs a two-step process. Both steps must be completed in order to be eligible for funding consideration. The first step involves registration through Greater Toledo Community Foundation prior to #GivingTuesdayNWO (December 1, 2020) and the second involves the completion of a survey that details #GivingTuesdayNWO results.

Step One: Registration – Organizations must register their intent to participate in the #GivingTuesdayNWO local campaign through the Greater Toledo Community Foundation website by noon on November 30, 2020. The online registration form (Intent to Participate) can be found in Step 1 for nonprofits at www.toledocf.org/2020/10/givingtuesdaynwo-2/. Registration will open on October 30. This step is a mandatory prerequisite for grant award eligibility.

Step Two: Results Survey – Organizations must also complete a Results Survey after the conclusion of #GivingTuesdayNWO to be eligible to be selected for the grant award. Responses to the results survey will be collected during a limited window of time from December 8, 2020 through January 8, 2021. The survey will be available on the Greater Toledo Community Foundation website www.toledocf.org/2020/10/givingtuesdaynwo-2/. Organizations must answer all required questions to meet the eligibility requirements of this step. These

questions include, but are not limited to, the total amount of dollars raised and the organization's implementation strategy.

Organizations randomly selected to receive a #GivingTuesdayNWO grant will be contacted and required to submit standard organizational due diligence documentation prior to the award of funds. This includes the following items:

- **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 timeframe 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.
- **#GivingTuesdayNWO Donation Document** - Verification that the organization collected donations on December 1, 2020.

For additional information, please contact:

Artisha Lawson, Program Officer
Greater Toledo Community Foundation
300 Madison Avenue, Suite 1300
Toledo, OH 43604
Telephone: (419) 241-5049
Artisha@toledocf.org