



## **Toledo Mud Hens Baseball Club's *Helping Hens Fund* 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.

Toledo Mud Hens Baseball Club's *Helping Hens Fund* of the Greater Toledo Community Foundation requests proposals from nonprofit organizations seeking to provide programming that promotes the overall fitness and wellness of children enrolled in kindergarten through twelfth grade. Priority will be given to projects that encourage activities during warm weather months. Funds must be used to facilitate participation in an organization's exercise, sports and/or physical recreation programming. A preference will be placed on programs incorporating an educational component that enables participants to learn skills associated with healthy lifestyles. Funds may be used to cover a participant's league/enrollment fees, transportation, equipment, uniform costs and program materials. It is anticipated that multiple awards will be made in an approximate range of \$1,500 to \$10,000 each.

In addition to the programmatic support described above, the *Helping Hens Fund* will also consider capital requests to maintain or rehabilitate existing sporting venues, or to construct new ones. Eligible venues could include a wide variety of settings including baseball diamonds, archery ranges, swimming pools, football fields, dance studios, track and field complexes or other similar facilities. Priority will be given to projects that clearly indicate how the capital project will increase the number of youth participating in activities or enhance their experiences. Capital requests of up to \$30,000 will be considered. Applicants should clearly indicate any additional revenue sources identified for the proposed projects.

Funds are limited and grants will be awarded on a competitive basis. Priority will be given to projects that have not previously received support from the *Helping Hens Fund*. Organizations that receive a Walleye Wishing Well Fund grant are not eligible for *Helping Hens* funding in the same calendar year. Funds should not be depended upon as an annual source of support.

### **Grant Application Process**

The annual deadline for proposals is **January 31**. Proposals must be submitted through the Foundation's online application process by 11:59 p.m. on the deadline date. The online application can be accessed via the Foundation's website at [www.toledocf.org](http://www.toledocf.org). Proposals must be received by the application deadline in order to be considered for funding.

Completed grant applications are carefully reviewed by the Foundation's professional staff and the *Helping Hens* grant review committee. Applicant organizations will be notified of the status of their request in April. Expenses incurred by an applicant organization prior to award notification cannot be

covered by Foundation funds. 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.

## Contents of a Proposal

The following information must be included in all proposals:

- **Project Description** - State the goals and objectives of the project or program. Indicate how the proposed activities would facilitate youth access to fitness and wellness opportunities. Summarize the plans and timeframe for implementation. Identify and briefly describe the qualifications of the individual(s) who will be responsible for overseeing the project or program. Proposals requesting funds for capital projects should describe the bidding process, including the number of bids reviewed and the rationale for the final selection.
- **Evaluation** - State the number of youth anticipated to benefit from the proposed project or program. Calculate the projected cost per participant by dividing the requested grant amount by the number of participants.
- **Future Support** - Estimate how long equipment or other funded supplies will be used into the future. Identify plans for securing ongoing support for the project or program once Foundation funds are expended. Include anticipated future financial needs of the project or program, potential sources of funding, etc.
- **Project Budget Information** - Provide a one-page, line-item budget as an attachment, which:
  - (1) specifies the requested grant period;
  - (2) delineates line-item expenses that clearly detail the proposed use of grant funds;
  - (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 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.
- **Operating Budget** - A board-approved operating budget for the current fiscal year of the organization.
- **Financial Statements** – There are two options for submission of financial statements, which include:
  - Option 1 – If the organization has had an audit prepared within 18 months of the application submission, please provide the full audit. An organization's IRS Form 990 will not be accepted in place of the required financial statements; or
  - 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. An organization's IRS Form 990 will

not be accepted in place of the required financial statements. Note that only statements reporting information prepared within 18 months of the application submission will be accepted.

- **Project Budget** (as referenced in the previous section).

Proposals must be submitted through the Foundation's online application system by **January 31** at 11:59 p.m. Faxed, emailed and mailed proposals will not be accepted. Proposals not meeting submission requirements will not be reviewed.

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

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