Community Impact 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. Grants from the Community Impact grant program support a variety of services in the fields of education, social services, physical and mental health, neighborhood and urban affairs, natural resources, and the arts.

The Community Impact grant program provides seed money for new, innovative programming that addresses unmet community needs or expands successful programming to reach unique audiences. Emphasis is placed on programs that will: Create safe, positive living environments; Enable families to develop the skills/resources needed to support and nurture each member; and Foster the development of responsible young people who are capable of achieving their fullest potential.

Requests of $50,000 or more will be considered. Multi-year requests are eligible and encouraged if the applicant organization can show an expected progression of the project over time. Grant funds should only be requested to support direct programmatic expenses. The Foundation has a particular interest in supporting projects that use data to drive continuous improvement of service delivery to achieve greater impact.

Eligibility
The Foundation seeks transformational projects with the potential to impact the community for years to come. For this reason, eligible applicants must have an established organizational infrastructure with a track record of success.

To qualify for funding consideration from the Community Impact grant program, organizations must have *been in existence for a minimum of five years and have an operating budget of $500,000 or greater*. Organizations that do not meet these requirements may partner to submit a collaborative project request, provided the combined operating budgets of the project partners equals $500,000 or more. Organizations proposing significant partnerships including shared back office strategies or potential mergers, should also consider applying for support through the Strategic Alliance Partnership funding opportunity.

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. Applications must propose to provide services benefitting residents of northwest Ohio or southeast Michigan.

Grant Review Criteria
Competitive grant proposals will address the following:
- Promote coordination, cooperation and sharing among organizations. Applications which propose deep partnerships among organizations will receive high priority consideration.
- Demonstrate a clear understanding of other organizations providing similar services in the immediate geographic area and represent an unduplicated opportunity to meet a significant community need.
- Demonstrate a clear understanding of relevant community planning efforts and how the proposed program may correspond to and advance those plans.

- Encourage more efficient use of community resources.
- Test or demonstrate new approaches and techniques in the solution of community problems.
- Propose a specific program rather than general operating support for the organization.
- Include a thoughtful, reasonable plan for obtaining continuing financial support once Foundation funds are expended.
- Propose to generate matching funds, thus leveraging additional support.

The Foundation *usually* will not make grants from its Community Impact program to:
- Support the general operating budget or budget deficit of established organizations.
- Annual campaigns.
- Capital campaigns or building projects.
- Exclusively purchase equipment, such as computer hardware/software, phones, motor vehicles, etc.
- Produce films, videos, television programs, and the like.
- Support sectarian activities of religious organizations.

Grant Application Process
The Foundation considers grant requests two times annually. The deadline dates for Letters of Intent (LOI) are: **January 15 and July 15.** 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. Proposals must be received by 11:59 p.m. of the application deadline to be considered for funding.

The Community Impact grant program employs a two-step application process. Step one is the submission of a LOI. The LOI should succinctly describe the proposed project and detail how it meets the priorities of the fund. After review by the Foundation's professional staff and Board of Trustees, a select group of projects will be invited to submit full applications.

All grant applications are carefully reviewed by the Foundation's professional staff and Board of Trustees. The Board of Trustees meets approximately two to three months subsequent to each deadline date to make decisions. Applicant organizations are notified, in writing, of the approval or denial of requests within one week after the Board of Trustees takes action. Project expenses incurred by an applicant organization prior to notification cannot be paid by the Foundation.

Contents of the LOI
The following describes broad content areas of the application. Interested applicants should view the online proposal for a full listing of questions.
- **Amount Requested**
- **Total Project Cost**
- **Organization Experience –** What year was the applicant organization approved by the Internal Revenue Service as a nonprofit organization?
- **Operating Budget –** Does your organization's most recent year's operating budget, or do the combined operating budgets of the partnering applicants, exceed $500,000? A board approved income & expense statement (P&L) for the most recently completed year of operations is required as an attachment to the LOI.
- **Project Description** – Provide a brief description of the project including the target population, timeline, project location, how grant dollars would be used and the anticipated outcomes of the proposed project.
- **Collaboration** – Identify project partners and the roles they will play in achieving the anticipated outcomes of the proposed project.

Contents of a Full Proposal

Select applicants will be invited to complete a full proposal following the LOI process. 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.
- **Population to be Served** – Identify the population that will benefit from this 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.
- **Evaluation** – 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; and
  (3) lists projected income (both solicited and received) and expenses for the proposed project.

Attachments

The following attachments must be submitted with the full proposal. 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:
  - 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 timeframe are not available, provide the unaudited income & expense statement (P&L) and balance sheet for the organization's most recent fiscal year-end.
- **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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