



## **Andersons Fund Supporting Organization Grant Guidelines**

The Andersons Fund Supporting Organization (the Fund) has been created to enrich the quality of life for individuals and families in our region. The Fund serves northwest Ohio and southeast Michigan with a particular emphasis on the greater Toledo area. Grants support organizations with programs in the areas of education, social services, physical & mental health, neighborhood & urban affairs, natural resources and the arts.

Grants are awarded only 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 Making Priorities**

Priority consideration will be given to:

- Requests related to capital projects. The Fund will generally look most favorably on those requests that involve additional funders and do not attempt to rely on the Fund to support the project in its entirety.

**NOTE:** When considering capital requests, the Fund's Board is not just interested in the physical facilities or the specific piece of equipment. Simply stated, buildings house programs and equipment can help advance a mission. Therefore, even though the Fund's priority is capital projects, the Board will take a look at the programs provided by the requesting organization, its financial stability and other key operational issues.

### **The following types of requests will not be considered by the Fund:**

- Annual, ongoing operating<sup>1</sup> or program costs.
- Capital improvement/renovation expenses for houses of worship, churches, temples, mosques or synagogues.
- Construction/renovations of athletic/sports fields, playgrounds or purchase of outdoor play structures.
- Endowment campaigns.
- Information technology related expenses and telecommunication systems.
- New, untested programs.
- Purchase or lease property, land, buildings or other structures.
- Sectarian activities of religious organizations.
- Support for schools or institutions of higher learning.

### **Grant Application Process**

The Fund considers grant requests once per year. The deadline for proposals is **April 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](http://www.toledocf.org). Proposals must be received by 11:59 p.m. of the application deadline in order to be considered for funding.

The Fund's professional staff and Board of Trustees carefully review all grant applications. The Board of Trustees meets approximately 90 days subsequent to each deadline date to make funding decisions. Applicant organizations are notified, in writing, of approval/denial of funding requests within one week after the Board of

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<sup>1</sup> It is recognized that annual operating support is a significant need. However, the Fund does not have sufficient resources available to consider annual operating requests from all nonprofits in the community. Therefore, the Fund will generally limit its support of annual operating costs to providing grants to the United Way of Greater Toledo. In this way, the Fund can support – through one grant - the general operating needs of a large group of nonprofits without depleting all of its available resources.

Trustees takes action. Project expenses incurred by an applicant organization prior to such notification cannot be paid by the Fund.

### **Contents of a Proposal**

The proposal should briefly describe the following:

- **Purpose and Need** - State the goals and objectives of the project. Identify how the proposed project will benefit the various constituencies served by your organization.
- **Implementation Plan** - Summarize the plans and timeframe for implementation of this project. Identify the individual(s) with oversight responsibilities and briefly describe their qualifications.
- **Bidding Process** - Describe the bidding process, indicate the number of bids reviewed and state the rationale for the final decision regarding the bid ultimately selected.
- **Project Budget Information** - 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.
- **Sustainability** - Provide projections of the cost (and anticipated sources of revenue) to operate new or expanded facilities, maintain equipment, replace equipment once it becomes obsolete, etc.

**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:
  - 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.
- **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 by April 15. Faxed, emailed and mailed proposals will not be accepted. Proposals not meeting submission requirements will not be reviewed.

### **For additional information, please contact:**

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