



CARE 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.

The Foundation seeks proposals requesting support for new and existing programs that offer education, advocacy and support services benefitting persons with mental illness, their family members and/or care givers. Priority applications will incorporate client-driven efforts into program offerings. Funds are limited and should not be depended upon as an annual source of support. If you believe that your client base or program fits the criteria listed above, you may apply for a grant.

The CARE Fund grant program offers grants of up to \$15,000. 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. Applicant organizations must be located in and providing services for residents of northwest Ohio.

Grant Application Process

The deadline for proposals is **November 7, 2022**. 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. Only proposals submitted using the Foundation's online application process will be considered. Proposals must be received online by 11:59 p.m. on the application deadline.

Completed grant applications are carefully reviewed by the Foundation's professional staff and Board of Trustees. Applicant organizations will be notified of the status of their request by the end of the calendar year. Expenses incurred by an applicant organization prior to award notification cannot be covered by Foundation funds.

Contents of a Proposal

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

1. **Project Goals and Objectives** - State the goals and objectives of the project. Identify the population that will benefit from this project. Clearly note if the project is client-driven.
2. **Implementation** - Summarize the plans and timeframe for implementation of this project. Identify the individual(s) who will be responsible for overseeing the project and briefly describe their qualifications.
3. **Evaluation** - State the criteria and procedure that will be used to evaluate the success of the proposed project. Relate this evaluation to the stated goals and objectives.
4. **Future Support** - Identify plans for securing ongoing support for the project once Foundation funds are expended. Include anticipated future financial needs of the project, potential sources of funding, etc.
5. **Project Budget Information** - Provide a one-page budget as an attachment, which includes the following information: projected income and expenses; all sources of project or program funding (both solicited and received); and the period (beginning and ending dates) for which funds are being requested.

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

Proposals must be submitted through the Foundation’s online application system. Faxed, emailed and mailed proposals will not be accepted. Proposals not meeting submission requirements will not be reviewed.

For further information, please contact:

Patrick Johnston
Vice President, Community Investments
Greater Toledo Community Foundation
(419) 241-5049
patrick@toledocf.org