



## **The Fund for Islamic Understanding, Education and Dialog of the Greater Toledo Community Foundation Grant Guidelines**

The 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 (Lenawee and Monroe Counties). Among the Foundation's many funds is the Fund for Islamic Understanding, Education and Dialogue (the Fund).

The Fund seeks proposals annually for projects that promote a greater understanding of Muslims and the Islamic Faith through educational programming or direct service projects that provide Muslims and non-Muslims opportunities for working together, as well as provides opportunities for interpersonal dialogue. The Fund may also support multi-faith events if there is a significant emphasis on the Islamic faith. The Fund has limited resources that will be awarded on a competitive basis. The Fund will consider requests up to \$5,000.

### **Grant Application Process**

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 Code.

*The annual application deadline for proposals is February 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.

Completed grant applications are carefully reviewed by the Foundation's professional staff and Board of Trustees. Each applicant organization will be notified of the status of its request approximately four months after submission. Expenses incurred by an applicant organization prior to award notification cannot be covered by the Fund.

*Please note that grants are awarded on a competitive basis and cannot be counted on as an annual source of support.*

### **Contents of a Proposal**

The following information must be included in all proposals:

1. **Purpose and Need** - State the goals and objectives of the project. Identify the population that will benefit from this project and the number of individuals that will be served.
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 the amount awarded by the Fund is expended. Include anticipated future financial needs of the project, potential sources of funding, etc.
5. **Project Budget** - Provide a one-page budget as an attachment, which includes the following information: projected income and expenses; all sources of project 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** – A 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 time frame 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. Proposals that are faxed, emailed and/or mailed 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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