Margaret Toth 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 (Monroe and Lenawee Counties).

The Margaret Toth Fund of the Greater Toledo Community Foundation seeks proposals from nonprofit organizations that provide services for the blind or visually impaired and their caregivers. Funds may be used to provide education, training and support services that enable the blind or visually impaired to live as independently as possible. Funds may also be used for prevention efforts to preserve sight or delay vision loss.

Applicant organizations should have a demonstrated track record of providing services that benefit the visually impaired. This grant opportunity is intended to support existing services. Requests for start-up funding will not be considered. Funds are limited, will be awarded on a competitive basis, and should not be depended upon as an annual source of support.

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 Service code.

The deadline for submissions is September 15 at 11:59 p.m. Proposals must be submitted through the Foundation's online application process, which can be accessed at www.toledocf.org.

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 December 31, 2023. Expenses incurred by an applicant organization prior to award notification cannot be covered by Foundation funds.

Contents of a Proposal
The following information must be included in all proposals:

- **Purpose and Need** – State the goals and objectives of the project. Identify the problems or needs that will be addressed. Identify the population that will benefit from this project or program, including the geographic area to be served. Specifically state how the services are related to supporting the health and well-being of the blind or visually individuals and/or their caregivers.
- **Implementation** – Summarize the plans and timeframe for the implementation of this project or program. Identify the individual(s) who will be responsible for overseeing the project or program and briefly describe their qualifications. Describe the involvement of other organizations and service providers that will contribute to the successful implementation of the project or program.
- **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.

- **Project Budget** – Provide a one-page line-item project budget as an attachment. The project budget should state beginning and end dates. List by line-item other income (both solicited and received) and expenses that detail the use of grant funds.
- **Future Support** – Identify plans for securing ongoing operational support for this project once Foundation funds are expended. Include anticipated future financial needs of the project or program, potential sources of funding, etc.

Attachments – The following attachments must be submitted with every grant application made to the Greater Toledo Community Foundation. 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 the deadline. Proposals not meeting submission requirements will not be reviewed.

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

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