Oswald Supporting Organization
Grant Guidelines

At present, the Supporting Organization has a very limited amount of funds available for grant making, and therefore cannot accept unsolicited grant applications or proposals. These Guidelines are provided only to select nonprofits as determined by the Supporting Organization's Board of Trustees.

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 Oswald Supporting Organization (hereinafter referred to as the Supporting Organization) was created under the auspices of the Greater Toledo Community Foundation for the purpose of offering grant support for charitable programs that enrich the quality of life for citizens of northwest Ohio and southeast Michigan.

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.

Focus Areas

The Supporting Organization has a particular interest in providing grants to support projects or programs that:

- Enable families (both traditional and non-traditional) to develop the skills/resources needed to nurture each member;
- Promote the advancement, self-sufficiency and intellectual, social, emotional and cultural growth of women and children of all ages.

Grant Application Process

Proposals must be submitted through the Foundation's online application process. At this time, the Oswald Supporting Organization does not accept unsolicited proposals. If invited to apply, please reference the letter of invitation for the exact web address leading to the confidential application portal. **The deadline for proposals is March 1.** 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 in order to be considered for funding.

The Greater Toledo Community Foundation's professional staff and the Oswald Supporting Organization's Board of Trustees carefully review all grant proposals. Applicant organizations are notified, in writing, of approval/denial of funding requests within one week after the Supporting Organization's Board of Trustees takes action. The Supporting Organization cannot pay project expenses incurred by an applicant organization prior to notification of approval/denial.

Please note that grants are awarded on a competitive basis, may be available for one year only and cannot be counted on as an annual source of support.

Contents of a Proposal

The following information must be included in the proposal:

- **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.

- **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 Supporting Organization's funds are expended. Include anticipated future financial needs of the program, potential sources of funding, etc.
- **Project Budget** – Include all sources of income (both solicited and received) for the proposed project. Delineate line item expenses that clearly detail the total project cost and how proposed grant funds would be used.

Attachments

- **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.

Grant Review Criteria

The Supporting Organization's Board of Trustees will place priority on proposals which:

- Represent an unduplicated opportunity and address a significant community need that falls within the Focus Areas listed in the Guidelines;
- Do not rely on the Supporting Organization as the sole source of support for the project or program;
- Include a thoughtful, reasonable plan for obtaining continuing financial support from internal and/or external sources once grant funds have been expended.

The Supporting Organization *usually* will not make grants to:

- Reduce or eliminate budget deficits for established programs;
- Annual campaigns;
- Support sectarian activities of religious organizations.

For additional information, please contact:

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