The Sisters of St. Francis (Sylvania) Foundation Donor Advised Fund of the Greater Toledo Community Foundation 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. The Foundation serves northwest Ohio and southeast Michigan with a particular emphasis on the greater Toledo area. The mission of The Sisters of St. Francis of Sylvania, Ohio is to live the Gospel in joyful servanthood among the people and as messengers of peace to commit themselves to works that reverence human dignity, embrace the poor and marginalized and respect the gift of all creation. Greater Toledo Community Foundation and the Sisters of St. Francis Foundation have partnered to support programming through the Sisters of St. Francis Foundation Donor Advised Fund ("Sisters of St. Francis Fund").

Consistent with their mission statement, grants from the Sisters of St. Francis Fund support a variety of organizations and programs which are working in one or more of the following areas: (1) aiding in the fight against human trafficking and/or offering support to its victims; (2) offering support to immigrants and refugees; (3) broadly advancing social justice and equal access to opportunity through other programs and strategies; and (4) sustaining and renewing efforts related to creation and its gifts (ecology, environment, preservation, earth science, etc.).

Human Trafficking – funding will be awarded to support survivor-informed activities including, but not limited to, comprehensive service delivery; economic opportunity and asset-building programs; physical and mental health supports; education initiatives and/or other kinds of anti-trafficking efforts that reach for systemic solutions and promote the respect and dignity of all.

Immigrants & Refugees – funding will be awarded in a variety of areas including, but not limited to, citizenship and naturalization efforts; economic opportunity and asset-building programs; physical and mental health supports; diversity, equity and inclusion initiatives; civic participation activities; education and workforce development initiatives; workers' rights and civil legal aid activities and/or other kinds of efforts that promote the well-being of immigrants and refugees.

Social Justice & Equal Opportunity – funding will be awarded in a variety of areas including, but not limited to, activities that promote equal access to housing, employment, education and health care; equitable and sustainable neighborhood development; civil justice work; and/or other approaches that promise to uplift the ability of marginalized or underserved communities to define their own futures and access opportunity.

Laudato Si'—funding will be awarded in areas that address Pope Francis' call to care for our common home. These include the following areas: Cry of the Earth (climate change, pollution, forests, wetlands, species); Sustainable Lifestyles (personal and community purchasing and lifestyle choices); Ecological Education (how nature functions and is connected, promotion of sustainability); Ecological Spirituality (spiritual connection between humans and God's creation) and Community Engagement and Participatory Action (collaborative engagement between and among agencies with the Sisters of St. Francis).

The Sisters of St. Francis Fund envisions communities in which all members have equal opportunity to thrive. A special priority will be placed upon projects that employ a "systems change" approach, utilize evidence-based models and that rely upon partnerships and collaborations to advance the greater good. Grants are provided primarily for programming but, in limited cases, may support general operations or capital projects. The Sisters of St. Francis Fund anticipates making multiple awards ranging from $5,000 to $50,000. Grants are typically awarded for a one-year project period. Funds are limited and will be awarded on a competitive basis.

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 Application Process

The Foundation considers grant requests one time annually. **The deadline for grant applications is October 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. Proposals must be received by 11:59 p.m. Eastern Time of the application deadline date in order to be considered for funding.

All grant applications are carefully reviewed by the Foundation's professional staff and Board of Trustees. Applicant organizations are notified, in writing, of the approval or denial of funding requests. Project expenses incurred by an applicant organization prior to notification cannot be paid by the Foundation.

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 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.
- **Support & Sustainability** – Identify plans for securing additional funding needed to complete this project and to secure ongoing support for this project once Foundation funds are expended.
- **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.

Due Diligence 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.

The Foundation will not make grants from the Sisters of St. Francis Fund to:

- Faith-based organizations that do not serve persons outside of their membership, include proselytizing in programs, or condition receipt of services on belief in a particular faith.
- Building or capital campaigns.
- Endowments or board-designated reserve funds.
- General fund drives, such as United Way annual campaigns.
- Debt retirement or operating deficits.
- Indirect expenses unrelated to the proposed program; institutional indirect rates.
- Direct donations or grants to individuals.
- Lobbying or political campaigns.

For additional information, please contact:

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