Toledo Neighborhoods Foundation
Grant Guidelines

The Toledo Neighborhoods Foundation was created to enrich the quality of life for individuals and families in Toledo. The Fund serves the city of Toledo with a particular emphasis on the neighborhoods surrounding the Overland site including the Old West End, Englewood, Ottawa, Five Points/Library Village, Lagrange, Toledo Olde Towne and Warren Sherman. Grants support organizations with programs in the areas of land reuse, neighborhood improvement, job preparation, safety and youth engagement.

Revenue for grant making is generated from the sale of energy produced by two solar arrays located at the Overland Industrial Park. The arrays are owned by Greater Toledo Community Foundation and were made possible through generous donations from multiple partners including First Solar, Toledo Lucas County Port Authority, ProMedica, Dana, Inc., GEM Energy, Yaskawa Solectria Solar and many others.

Eligibility
The Toledo Neighborhoods Foundation grants program will consider requests up to $25,000 that directly support its giving priorities. Eligible expenses include operating support for new and existing programs, capital expenses and costs to expand existing services. 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 Review Criteria:
Because this funding opportunity seeks projects with impact at the neighborhood-level, priority will be given to proposals that coordinate with resident groups. For a list of neighborhood associations in the city of Toledo, please visit https://toledo.oh.gov/residents/neighborhoods/revitalization/neighborhood-associations. In addition, competitive grant proposals will address the following:

- Promote coordination, cooperation and sharing among organizations. Applications which propose deep partnerships among organizations will receive high priority consideration.
- Demonstrate a clear understanding of other organizations providing similar services in the immediate geographic area and represent an unduplicated opportunity to meet a significant community need.
- Demonstrate a clear understanding of relevant community planning efforts and how the proposed program may correspond to and advance those plans.
- Encourage more efficient use of community resources.
- Include a thoughtful, reasonable plan for obtaining continuing financial support once Foundation funds are expended.
- Propose to generate matching funds, thus leveraging additional support.

The Toledo Neighborhoods Foundation usually will not make grants to:

- Support the budget deficit of established organizations.
- Annual campaigns.
- Produce films, videos, television programs, and the like.
- Support sectarian activities of religious organizations.

Grant Application Process
The Foundation considers grant requests once per year. The deadline for proposals is **September 16**. 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.

All grant applications are carefully reviewed by the Foundation's professional staff and Board of Trustees. The Board of Trustees meets approximately two to three months subsequent to each deadline date to make decisions. Applicant organizations are notified, in writing, of the approval or denial of funding requests within one week after the Board of Trustees takes action. Project expenses incurred by an applicant organization prior to notification cannot be paid by the Foundation.

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.

- **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.
- **Population to be Served** – Identify the population that will benefit from this 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 Foundation 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 – 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.

For additional information, please contact:
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