



**Toledo  
Community  
Foundation**

## **Request for Proposal**

The Toledo Community Foundation, Inc. is a public charitable organization created by citizens of our community to enrich the quality of life of individuals and families.

The Bill Rowles Youth Foundation Fund of the Toledo Community Foundation requests proposals from nonprofit organizations in Northwest Ohio whose programs enhance the lives of young people under the age of 18. Preference will be given to Wood County organizations. In addition to operating expenses, applicants may seek support for expenditures associated with the establishment of new programs. Funds are limited and should not be depended upon as an annual source of support. Applicants should limit the amount of funds requested to an amount not to exceed \$4,000. Approximately \$8,000 will be available for distribution.

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. Applicant organizations must be located in and providing services for residents of Northwest Ohio. Governmental organizations and agencies are not eligible to receive grants through this fund.

### **Grant Application Process**

The deadline for proposals is Thursday, March 18, 2010. 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). Only proposals submitted using the Foundation's online application process will be considered. Proposals, including all required attachments, must be received by the application deadline.

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 in May. Expenses incurred by an applicant organization prior to award notification cannot be covered by Foundation funds.

### **Contents of a Proposal**

The proposal should be in narrative form and must *briefly* address the following information:

1. **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.
2. **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.
3. **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.
4. **Budget Information** – Provide a one-page project budget, which includes the following information: projected income and expenses; all sources of program funding (both solicited and received); and the period (beginning and ending dates) for which funds are requested.
5. **Future Support** – Identify plans for securing ongoing operational support for this project once Foundation funds are expended. Include anticipated future financial needs of the program, potential sources of funding, etc.

## **Attachments**

The following attachments must be included with all proposals:

1. A brief background/history of the requesting organization, including: when and how the organization was established, its mission/purpose, accomplishments to date, and a listing of all current programs and services.
2. The names and affiliations of the applicant organization's Board of Trustees.
3. A copy of the organization's recent annual report.
4. The organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheet must be provided.
5. The organization's current operating budget which includes line-items indicating both income and expenses.
6. A copy of the organization's tax exemption letter from the Internal Revenue Service.

**Proposals must be submitted by March 18, 2010. Faxed, emailed, and mailed proposals (other than required attachments) will not be accepted. Proposals not meeting submission requirements will not be reviewed.**

### **For further information, please contact:**

Angela Kwallek Evans, Program Officer  
Toledo Community Foundation, Inc.  
300 Madison Avenue, Suite 1300  
Toledo, Ohio 43604  
(419) 241-5049  
angela@toledocf.org