

**Toledo Bar Association Foundation**

311 North Superior

Toledo, OH 43604

419-242-9363

**GRANT APPLICATION INSTRUCTIONS for Organizations**

Grant awards will be announced following the Toledo Bar Association Foundation Board quarterly meetings.

Written grant requests must be submitted by the deadlines listed on the Information and Instruction sheet and must include the following information:

1. Name, address and telephone number of the organization applying for grant money (funds must be used by applicant organization). A copy of the letter from the Internal Revenue Service confirming that the organization is tax-exempt under Section 501(c)(3) of the Internal Revenue Code, if applicable.
2. General purpose and activities of the organization.
3. Persons and geographic area served by the organization and whether any other organization in the Greater Toledo area serves a similar purpose.
4. Names of officers, board and chief staff person or person directly responsible for the project.
5. Amount of grant requested, budget, purpose, and community benefits expected. Please indicate how your program meets our mission.
6. Indicate if this is a new or an ongoing program or project. Briefly outline plans for permanent financial support of the program or project, once the proposed funding is completed (assuming the program is to be of an on-going nature).
7. The organization's latest balance sheet and annual operating statement, showing details of income and expenses.
8. If the Toledo Bar Association Foundation is not the only source being approached for support, the names of other sources contacted and the amounts requested from each (for informational purposes only).
9. Provide 3 copies of your grant request.
10. The statement below, signed (you may sign and return this form):

The applicant agrees to use grant funds within 12 months of the date the Board approves the grant. The applicant will use the funds only for the purpose requested and will submit a written report on how the grant was used. If it becomes clear that the funds will not be used for the purpose requested, the applicant will return the funds within the 12 month grant period. The grant shall be used by applicant exclusively to fund expenses directly attributable or allocable to the educational and/or charitable activities specified in item 5 above. Such expenses include all direct expenses and a reasonable allocable share of general and administrative costs connected with such activities.

Signature \_\_\_\_\_ Date \_\_\_\_\_