



Submit a Proposal

RULES

- Your idea can be about ANYTHING.
- Idea must be based in Greater Toledo Area.
- Anyone can submit.

HOW TO SUBMIT

1. Answer the questions on the next page or online at ToledoSOUP.com/submit-a-proposal/
2. Submit the form in one of the following ways:
 - a. Email us your completed form at ToledoSOUP@gmail.com
 - b. Drop-off your completed form at Handmade Toledo or Floral Pursuit.
 - c. Fill out the form online and press "Submit Proposal" button.

PROPOSAL BASICS

- Your proposal doesn't need to be a novel.
- Short, quick, and to the point.
- If you need more space, you may attach an additional paper.
- Save what you wrote, so if you want to resubmit for a future event you have it to reference.
- Anything you submit will be used in printed packets at the dinner.
- Make sure you edit, look for spelling errors, etc.

PRO TIPS

- Provide facts and examples about your past success, current position, and your future potential.
- Show off both the exciting big picture as well as supporting details.
- The clearer, organized, and thoughtful plan you can communicate, the better.

ADDITIONAL HELP

We host occasional Proposal Workshops to help you refine your message. The workshop focuses on the proposal questions and how to communicate your mission, goals, impact, and vision for the future. Keep an eye on our website and facebook page to hear about the next event.

The SOUP Committee will also happily answer questions and share any additional material they've prepared. Just ask!

AFTER SUBMITTING

Once the deadline has passed, the SOUP Committee will collect the proposals and give anonymous copies to a select set of local leaders, past winners, and project experts. The judges will vote for their top four based on a number factors including feasibility, community impact, necessity, and timeline.

A couple weeks before the social, you will be notified whether or not you were selected. If you were selected, congratulations! You have the opportunity to pitch your proposal at the next SOUP and are closer to winning the micro-grant. If you were not selected, please resubmit and TRY AGAIN!!



SAMPLE PROPOSAL

Contact Name	John Smith
Email Address	Jsmith321@sample.com
Phone	(419) 555-5555
Postal Address	123 Main St. Toledo, OH 43604
Website	www.ABC-Restaurant.com
Project Name	ABC Restaurant: Teaching Skills and Providing Jobs
Project Description	ABC Restaurant is a locally owned restaurant employing 40 cooks, servers, dishwashers and front-of-house staff. Our chief mission is to provide kitchen training for unskilled workers, so that they can find employment. Secondly, ABC Restaurant creates jobs for those who are in transition between employment or housing.
Funding Necessity	The money we receive from Toledo SOUP will go primarily to the first 3 months of labor costs, as we already have the kitchen equipment and supplies.
Community Impact	Second Chance Restaurant will not only give people in need the skills they need to get jobs, but will also create jobs for people in the community. As the residence at ABC Restaurant is limited to 180 days, there is a revolving door of opportunity.
Timeline and Sharing	The timeframe for hiring and training the first group of employees would take approximately 90 days. At the next SOUP, our first group of employees would be fully trained, and the restaurant would be ready for daily service to the public. Our employees could give a short presentation explaining what daily work is like in the restaurant, the response from customers, and the scope of what they've learned so far.
Additional Funding	We would not require more than \$1000 for the proposed 90-day initial group. We've received funding from Kickstarter, private individuals, and organizations in the community with interest in this project. All funds have been secured. Were we to be awarded an excess of \$1000, the money would be used to improve the conditions of our building and pay fees, such as health inspection and equipment maintenance.



Proposal Form

CONTACT INFO:

First Name

Last Name

Street Address

City

State

Zip Code

Phone Number

Email

PROJECT INFO:

Project Name - concise and descriptive

Website - if you have one

Project Description - a brief 3-5 sentence summary of your project, as it exists now. Please include the main focus of your organization, product, or service.

Funding Necessity - describe how you will use SOUP grant funding to make your project a reality.



Community Impact - describe how your project will make a positive impact within the Greater Toledo Area.

Timeline and Sharing - describe the timeline for your project and how you could share its progress at a future event.

Additional Funding - If your project requires more than \$750-\$1250, how much total funding do you need? What are your other sources of funds and have you secured them?

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- Previous Toledo SOUP winners are not eligible to submit for one year from their award date. Runner-up presenters must sit out one SOUP event before being eligible to apply again.
 - By submitting a project proposal, applicant grants permission to Toledo SOUP to use the applicant's proposal in promotional materials for Toledo SOUP.
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