



OKLAHOMA DISCIPLES FOUNDATION GRANT GUIDELINES

(Adopted and Board Approved 02.28.2017)

Guidelines & Procedures

These guidelines govern the grant making decisions of the Foundation Board.

Areas of interest

We currently consider proposals in the areas of Christian education, mission, senior care and church extension relating to the Christian Church (Disciples of Christ). Only churches and other nonprofit organizations qualified under Section 501(c) (3) of the Internal Revenue Code may apply.

We aim to deepen, enrich and energize the religious lives of the members of the Christian Church (Disciples of Christ) in Oklahoma and enable them to bring the message of Christ to their communities and beyond. We support efforts to encourage, educate and facilitate pastors. We support efforts to provide stewardship education for clergy and laity as well as children and youth. We support the missions and ministries of the Church locally and worldwide.

We seek to help congregations be vibrant, healthy communities of faith both within the Church and outside of the Church walls. We encourage efforts that make the Gospel real in the lives of the workers in the kingdom of God.

Limitations

The Foundation does not support the following:

- ✓ Loans or cash grants to private individuals. All grant money is awarded to charitable entities. We do not assist individuals with personal or business-related finances.
- ✓ Requests to discharge preexisting debts of individuals or organizations.
- ✓ Endowments to other entities or endowed chairs. The Foundation targets its own endowment funds for grants for specific purposes as intended by various specific endowment agreements.
- ✓ Grants to entities that do not use the funds for the purpose intended.

Application process

We have a two stage application process.

Preliminary Applications must be emailed or postmarked by May 1 of each year.

Mail to: Oklahoma Disciples Foundation
Grants Committee
301 NW 36th Street
OKC, OK 73118

Email/Subject Line: ODF Grant Application

jabowers@okdfd.org

Cc: egrays@okdfd.org

STAGE 1: PRELIMINARY APPLICATION

If you believe your organization has a request that fits within our guidelines, we ask that you submit a preliminary application using the form available on the ODF website (and listed below). After review of the preliminary application to determine if the project meets the basic requirements, you will be notified as to whether or not an expanded application should be submitted.

ITEMS TO BE INCLUDED IN THE PRELIMINARY APPLICATION:

- 1) NAME OF THE ORGANIZATION/INSTITUTION**
- 2) PROOF OF NON-PROFIT STATUS (IRS DETERMINATION LETTER) (RECOGNIZED DISCIPLES CHURCHES NEED NOT SUPPLY THIS INFORMATION)**
- 3) MISSION STATEMENT**
- 4) EXECUTIVE DIRECTOR/CEO/PASTOR**
- 5) ORGANIZATION/INSTITUTION ADDRESS**
- 6) TELEPHONE NUMBER**
- 7) APPLICANT CONTACT PERSON AND EMAIL**
- 8) TOTAL AMOUNT OF FUNDS REQUESTED**
- 9) DATE FUNDS NEEDED**
- 10) BRIEF NAME, DESCRIPTION AND PURPOSE FOR WHICH THE GRANT IS SOLICITED AND WHO WILL BENEFIT**
- 11) LOCATION/CITY/STATE/AREA/REGION WHERE GRANT WILL BE USED**

STAGE 2: EXPANDED APPLICATION

After your preliminary application has been reviewed, you may be asked to provide an expanded application. The details of that application will include (at a minimum) the following:

ITEMS TO BE INCLUDED IN THE EXPANDED APPLICATION:

- 1) NAME OF THE ORGANIZATION/INSTITUTION
- 2) YEAR FOUNDED
- 3) CURRENT OPERATING BUDGET
- 4) PROOF OF NON-PROFIT STATUS (IRS DETERMINATION LETTER) (RECOGNIZED DISCIPLES CHURCHES NEED NOT SUPPLY THIS INFORMATION)
- 5) MISSION STATEMENT
- 6) EXECUTIVE DIRECTOR/CEO/PASTOR
- 7) ORGANIZATION/INSTITUTION ADDRESS
- 8) TELEPHONE NUMBER
- 9) APPLICANT CONTACT PERSON AND EMAIL
- 10) WEBSITE
- 11) TOTAL AMOUNT OF FUNDS REQUESTED
- 12) DATE FUNDS NEEDED
- 13) BRIEF NAME, DESCRIPTION AND PURPOSE FOR WHICH THE GRANT IS SOLICITED
- 14) LOCATION/CITY/STATE/AREA/REGION WHERE GRANT WILL BE USED
- 15) LIST OF OFFICERS AND DIRECTORS (EMPLOYMENT STATUS: FULL-TIME, PART-TIME, VOLUNTEER)
- 16) DESCRIPTION OF NEED AND PURPOSE FOR WHICH GRANT IS SOLICITED
NEED OR PROBLEM TO BE ADDRESSED
NUMBER OF INDIVIDUALS INVOLVED IN PURPOSE
NUMBER (PROJECTED) OF PEOPLE IMPACTED
- 17) PROJECT INFORMATION (SHORT-TERM/LONG-TERM) PURPOSE AND GOALS
- 18) TIMELINE FOR THE PROJECT - START AND ANTICIPATED COMPLETION DATE
- 19) FINANCIAL INFORMATION (BUDGET FOR PROJECT AND REASON WHY YOUR CURRENT BUDGET WON'T FULFILL THIS NEED)
- 20) MEASUREMENT METRICS THAT SHOULD BE USED TO JUDGE THE SUCCESS OF YOUR PROGRAM.
- 21) SUCH ADDITIONAL INFORMATION AS MAY BE REQUESTED BY THE FOUNDATION

Approval process

STAGE 1: PRELIMINARY APPLICATION

The Executive Director and ODF staff will review Preliminary Applications to determine whether they meet the established criteria. If the application meets the preliminary criteria, a request will be made to the organization to submit the more detailed application. Applicants who do not meet the preliminary requirements will be notified via written correspondence as to why they will not be progressing to Stage 2 in

the application process.

Preliminary applications should be made no later than **May 1stst** of any given year. Applications may be mailed or emailed to the Foundation. The postmark or email date of record should be May 1st or earlier.

STAGE 2: EXPANDED APPLICATION

Stage 2 Expanded Applications will be reviewed by the Executive Director and staff to ensure all information requested is included. Once determined, the applications will be submitted to the Grant Committee for review. The Committee may request additional information at any stage. After evaluating all grant applications, the Grant Committee will make recommendations to the Foundation Board of Directors for final approval. The Board of Directors will consider grants at regularly scheduled Board meetings in July and (if needed) October of each year. The grant review process may take three to six months. Grant seekers will receive written notification of the Board's final decisions.

Post Grant Process

All entities to which grants are made may be required to provide a mid-year/mid-project report on progress toward goals. The Foundation may also request the organization to provide written and/or photographic descriptions and depictions of their work involving the grants. The Foundation may use any submitted photographs or written materials for articles in Foundation publications, on the website or on social media to promote the Grant Program and the beneficiaries of the grants. At year end, grantees must submit a progress report based on the metrics submitted in Stage 2 of the Application Process.

Subsequent awards

Failure to provide information required or requested by ODF with regard to any application, report or review may impact future grant consideration and awards. Failure to use funds as intended will also impact future grant consideration and awards.

Privacy & Non-Disclosure Policy

Nonpublic information submitted is used for internal purposes only and remains confidential with Oklahoma Disciples Foundation, Inc. No information will be shared, sold or in any way used other than for consideration of grant making by the Foundation without the express consent of the applicant. **However, the Foundation reserves the right to use any submitted photographs or written materials from the post grant**

process for articles in Foundation publications, on the website or on social media to promote the Grant Program and the beneficiaries of the grants.

Likewise, no applicant may use the name of the Foundation or the fact of the grant in promotional or other literature without the express written consent of the Oklahoma Disciples Foundation, Inc. **Further, all content, designs, information, artwork, text, and pictures [collectively known as the "Content"] contained on the okdfd.org website or otherwise available through the Foundation's marketing and/or branding materials are protected by copyright laws. You may not reproduce, republish, post, transmit or distribute, in whole or part, any Content nor may you modify or use the Content for any purpose without the express written consent of the Oklahoma Disciples Foundation, Inc.**

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