

**301 NW 36th Street**

**Oklahoma City, OK 73118**

**405.525.6530**

**Oklahoma Disciples Foundation Grant Application**

**Application Instructions**

Applications should be submitted no later than 5:00 p.m. on February 15 of any given year. It is preferred that applications be emailed to the Foundation in PDF format. However, if mailed via the postal service, the postmark date of record should be February 15 or earlier.

Application should be typed in 12-point Times New Roman font and include two signatures as requested on the final page.

Email (PDF format) to: [grants@okdfdn.org](mailto:grants@okdfdn.org)

Email/Subject Line: ODF Grant Application – “Organization Name”

Or, Mail to: Oklahoma Disciples Foundation

ATTN: Grant Committee

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**Important Information**

* ODF does not support loans to private individuals, requests to discharge debts, endowments to other entities, requests to fund salaries, or grants to entities that do not use the funds for the intended purpose.
* In some cases, ODF may offer partial funding for a proposal, based on the available funding.
* Previous grant funding does not guarantee future grant funding.
* Grantees have until February 28 the year following the grant award to spend the funds as indicated in the application. However, the annual report due December 31 should document the amount of funds remaining, reason for carrying them over, and plans to use them by February 28.
* Any grant funds not spent by February 28 must be returned to ODF by March 10 for inclusion in the next grant cycle.
* Fund category descriptions are listed on the ODF website at [www.okdfdn.org](http://www.okdfdn.org).
* A list of estimated grant funds available per category will be posted on the website in late January.
* Grantees are required to submit an annual project progress report based on the metrics described in their application. This report is due to the Foundation on or before December 31.
* The annual progress report submitted on or before December 31 will also serve as the final report, if all funds have been used by that date. If all funds are not used by December 31, then a final report must be submitted after all funds are expended, but no later than February 28.
* Grant recipients may also be required to provide a mid-year/mid-project progress report.
* A downloadable annual report form is available on the ODF website at www.okdfdn.org.
* In order to promote the Grant Program and grantees, ODF may request photographs or a summary following a grantee’s project for publication on social media, the ODF website and in newsletters.

**Scoring**

The grant application scoring process includes 4 steps:

1. Applications will be reviewed by ODF staff to determine if applications were submitted on time with proper documentation and reporting from previous grant awards (if applicable).
2. Grant Committee members will individually score and rank applications on a rolling basis from the application deadline until the Committee’s meeting in mid-March.
3. The Grant Committee will meet to discuss and award grant funding.
4. Grant applicants will receive written notification of the Committee’s decision along with distribution checks by March 30.

The following table details the rubric used by the Grant Committee to quantitatively score and rank grant applications. A total of 15 points is possible.

| Project Design and Innovation | Project’s purpose, goals, and plans are clearly outlined. Activities are well-defined and linked to the project’s goals. The project is thoroughly developed, including a plan of work, personnel involved, qualifications, and a timeline for accomplishment. |
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| Knowledge of Community Need | Community or organizational need is clear, well-researched, and at the center of the project’s activities. Proposed project creates innovative solutions and is not a duplication of efforts of another group. Activities engage and empower the individuals the project involves. |
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| Impact and Outcomes | Proposal addresses both long-term and short-term impact with the community and individuals involved. Organization has a plan for measuring results and the metrics are applicable. The project increases the organization’s ability to bring the message of Christ. |
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| Sustainability Efforts | Organization has the expertise or has partnered with an organization with the expertise to successfully support the project. Plans to support the project in the future are convincing and thought out. The project can be replicated to benefit additional communities. |
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| Financial Information | The proposed budget is accurate, cost effective, and linked to activities and outcomes. The ODF portion of the project is distinct and able to be completed even if other funding is not secured. The project recognizes and takes advantage of existing resources and assets. |
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| Organization Name:    Project Name: | Full Amount of Funds Requested:  $  Minimum Amount Acceptable to Benefit Project if Only Partial Funding is Available:  $ |

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| Main Grant fund category: | |
| I. Grant request INFORMATION | |
| Date funds are needed: | New or existing project: |
| Geographic area served:  Estimate of individuals impacted by the project, please include methodology calculating the given number: | |
| Project Description, including:  1. The main organizational or community need this grant request addresses and details on why and how you address these issues. 2. The qualifications or the experience your organization and staff have related to the proposed activities. 3. Evaluation and performance measures of the project, i.e. surveys of participants. | |
| Implementation Timeline: Include major events, activities, and when and where they will take place. Please use bullet points or a numbered listed in chronological order. | |

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| Select the grant fund category (or categories) you are applying to and describe how the goals of your proposal relate to the fund(s) you selected:   |  |  | | --- | --- | | Children, Youth, and Young Adults  Cloud of Witnesses  Fund for the Education of Clergy & Laity  Maxwell Matching  Describe how your proposal falls under this (these) category (categories): | Mission  Pastoral Support  Senior Ministries  United Ministries for Higher Education | |
| Financial Information, including:   1. Detailed budget of the proposed project outlining specific costs 2. Why your organization’s current budget will not support the proposed project 3. Other sources of funding 4. Identify the lead person for this project and provide contact information if different than applicant. Include a list or number of project team members and their roles with the organization (ie: staff, director, board member, volunteer etc.) |
| Describe how your organization will support the project after the term of this grant. *(Please note that previous or current funding does not guarantee future funding.)* |
| Short-term and long-term goals of the project, goals can be listed as:   1. Outputs: Direct products of the activities proposed measured in terms of volume of work accomplished – for example, number of people served 2. Outcomes: Benefits or changes to individuals, families, communities, etc. resulting from program participation  |  | | --- | | 1. | | 2. | | 3. | |

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| II. Organization Information | |
| Organization mission statement: | |
| Number of full-time staff: | Number of part-time staff: |
| Number of volunteers and how your organization uses them (if applicable): | |
| Website: | |

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| III. CONTACT INFORMATION |

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| Key Grant Applicant Contact:  Name:  Position or Title:  Email:  Phone: | Senior Minister/Board Chair/or CEO who will oversee the project:  Name:  Position or Title:  Email:  Phone: |
| Church or Organization Mailing address:  Address:  City:  State:  ZIP code: | Physical address, if different from mailing:  Address:  City:  State:  ZIP code: |
| IV. Executive summary (optional) | |
| If you would like for ODF to share your mission or ministry with other Disciples, please attach a separate summary document and photos. This document (article) will, in essence, tell the story of your project and request in a summarized form (600 words or less). Your story should mention key elements of the proposal, the overall mission and work of your organization and the impact this grant request will have on the program or mission.  A suggested format would include:   1. An introduction that includes the mission of the organization. 2. One to two paragraphs that summarize the proposed project, including the segment of the community served. 3. One paragraph outlining the desired outcome, benefits to the community and how you define success of the proposed project. | |
| V. REquired Attachments for non-church organizations | |
| **For organizations other than churches:**  A copy of your 501(c)(3) IRS determination letter  Board list  Is your program/mission supported by or associated with a local Disciples Church?  Yes No **Name of church and city located:** | |
| **Briefly describe your affiliation or relationship with the Church or Region:** | |

By signing below, you certify all information included in this application is correct. If awarded grant funding, you agree to use the funds as intended in the application. Additionally, by signing, you authorize Oklahoma Disciples Foundation to publish the Executive Summary provided above in future newsletters and social media posts.

Signature of Key Contact responsible for grant application

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Signature of authorized Christian Church representative (Regional Minister, Senior Minister, Board Chairman, etc.).

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