



OKLAHOMA DISCIPLES FOUNDATION GRANT GUIDELINES

*(Adopted 02.28.2017; Revised & Board Approved 10.24.2017;
Revised & Board Approved 04.24.2018)*

Guidelines & Procedures

These guidelines govern the grant-making decisions of the Oklahoma Disciples Foundation (ODF) 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. Non-church related non-profit organizations affiliated with or supported by the Christian Church (Disciples of Christ) must describe their affiliation with the Church and have the Board Chair and the Church Pastor or Regional Pastor sign the application form. Grant monies will be paid to or through the churches.

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

ODF 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 the purpose as intended by various specific endowment agreements.
- ✓ Grants to entities that do not use the funds for the purpose intended. Grant funds not spent within a year of the grant award for the purpose indicated in the grant application must be returned to the Foundation.
- ✓ Requests to fund salaries.

APPLICATION PROCESS

A downloadable, standardized application is available online at our website at <https://okdfdn.org/grants-program/>. Please follow the format as presented. If you feel additional information is necessary to advocate your mission, please attach separate documentation to the application. If you have questions, need guidance or have trouble downloading the application, please call us at 405.525.6530.

Applications must be emailed or postmarked by 5:00 p.m. on **February 15**.

Email (pdf format) to: grants@okdfdn.org

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

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

If you believe your organization has a request that falls within our guidelines, we ask that you submit your application using the online downloadable application. Available grant funds are listed on our website at okdfdn.org by grant category with estimates of funds available for distribution (*final distribution amounts are subject to approval by the ODF Board of Directors in late February*). Please review the category summaries to

determine which category best fits your request. You may apply under multiple categories; however, each category should be checked on the application.

ITEMS TO BE INCLUDED IN THE APPLICATION:

- 1) NAME OF THE ORGANIZATION/INSTITUTION
- 2) NAME OF THE PROJECT OR PROGRAM REQUESTING FUNDING
- 3) TOTAL AMOUNT OF FUNDS REQUESTED AND MINIMUM AMOUNT ACCEPTABLE TO CONTINUE OR BEGIN PROJECT
- 4) DATE FUNDS NEEDED
- 5) BRIEF NAME, DESCRIPTION AND PURPOSE FOR WHICH THE GRANT IS SOLICITED AND WHO WILL BENEFIT AND PROJECTED NUMBERS OF PEOPLE IMPACTED
- 6) NEED(S) ADDRESSED BY PROJECT/PROGRAM
- 7) LOCATION/CITY/STATE/AREA/REGION WHERE GRANT WILL BE USED
- 8) ORGANIZATION WEBSITE ADDRESS
- 9) ORGANIZATION MISSION STATEMENT AND PROJECT MISSION STATEMENT
- 10) ORGANIZATION/INSTITUTION ADDRESS, TELEPHONE NUMBER
- 11) EXECUTIVE DIRECTOR/CEO/PASTOR AND CONTACT INFORMATION
- 12) NAME, EMAIL AND PHONE NUMBER OF CONTACT PERSON IF DIFFERENT THAN ABOVE
- 13) LIST OF STAFF AND/OR VOLUNTEERS COORDINATING OR INVOLVED IN THE PURPOSE OF THE PROJECT (INCLUDE WHETHER THEY ARE SALARIED FULL-TIME, PART-TIME, OR VOLUNTEERS)
- 14) PROJECTED BUDGET FOR THE PROJECT PER LINE ITEM: 1)INCLUDE FUNDING FROM CURRENT OPERATING BUDGET OR OTHER SOURCES, AND 2)WHY CURRENT BUDGET WILL NOT MEET THE NEEDS FOR THE PROJECT
- 15) PROJECT INFORMATION (SHORT-TERM/LONG-TERM) PURPOSE AND GOALS
- 16) TIMELINE FOR THE PROJECT - START AND ANTICIPATED COMPLETION DATE
- 17) MEASUREMENT METRICS THAT SHOULD BE USED TO JUDGE THE SUCCESS OF YOUR PROGRAM
- 18) ORGANIZATIONS *OTHER THAN CHURCHES* PLEASE INCLUDE PROOF OF NON-PROFIT STATUS (ATTACH COPY OF IRS DETERMINATION LETTER)
- 19) ADDITIONAL INFORMATION AS MAY BE REQUESTED BY ODF

REVIEW PROCESS & APPLICATION DEADLINE

ODF staff will review applications to determine whether they meet the established criteria for the category the applicant has specified. These criteria are outlined in the various endowment agreements which fund the separate categories of the Grant Program. The Grant Committee has authorized ODF to narrow the field of applications

prior to forwarding to the committee for review, discussion and final awarding of funds.

Applications should be made 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.

Once reviewed by ODF staff, qualified applications will be submitted to the Grant Committee for review. The Committee or ODF staff may request additional information at any time. After evaluating all grant applications, the Grant Committee, in conjunction with ODF staff, will meet in mid-March to determine funding of applications. In lieu of a full Board vote, the Board authorizes the Committee to make the awards. Grant seekers will receive written notification of the Committee's decisions along with distribution checks by March 30.

POST GRANT PROCESS

Entities that receive grants may be required to provide a mid-year/mid-project report on progress toward goals. ODF may also request the organization provide written and/or photographic descriptions and depictions of the work involving the grants. ODF may use any submitted photographs or written materials for articles in ODF publications, on the website or on social media to promote the Grant Program and the beneficiaries of the grants.

At year's end, **grantees are required to submit a progress report based on the metrics submitted in their application.** Reports are due to the Foundation on or before December 31. Reports must provide a financial summary/accounting of the funds spent, or if not used, an explanation of why and whether the funds will be spent by February 28 the following year. Any funds not spent by February 28 are to be returned to ODF by March 10 for redistribution from the original grant category during the current grant year. A standardized reporting document is available on the ODF website at <https://okdfd.org/grants-program/>. Staff and Committee will review all reports. Incomplete reporting may affect future grant funding.

SUBSEQUENT AWARDS

Failure to provide information required or requested by ODF with regard to any application, report or review may impact future grants. Failure to use funds as intended may 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 ODF 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 okdfdn.org website or otherwise available through the ODF'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.**

Federal copyright law provides severe civil penalties for the unauthorized reproduction or exhibition of copyrighted materials.