



301 NW 36th Street
Oklahoma City, OK 73118
405.525.6530

Oklahoma Disciples Foundation 2021 Grant Application

Application Instructions

Applications should be submitted no later than 5:00 p.m. on February 15 of any given year. Applications should be emailed or hand-delivered to the Foundation in PDF format. It is recommended that you save a copy of your application for reference.

Application forms should be downloaded from the Oklahoma Disciples Foundation (ODF) website and opened on a personal computer's desktop or folder in order to complete. Please fill in application format using 12-point Times New Roman font and include two signatures as requested on the final page (applicant and Pastor or Regional Pastor).

Email (PDF format) to: grants@okdfd.org

Email/Subject Line: ODF Grant Application – "Organization Name"

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

Important Information

- ODF does not support loans to private individuals, requests to discharge debts, endowments to other entities, requests to assist individuals with personal or business-related finances 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, a final Grant Report is due to the Foundation within 60 days following the event or program, on, or before December 15. Reports must provide a

financial summary/accounting of how the ODF Grant funds were spent, or if not used, an explanation of why and whether the funds will be spent by February 28 the following year.

- Any grant funds not spent by February 28 must be returned to ODF by February 28 for inclusion in the next grant cycle. (If an annual event/program is not held due to a global pandemic or similar occurrence, the Grant Committee/ODF may authorize (if requested in writing) the grantee to return funds to the Foundation for placement in the Foundation's Money Market account until the event occurs the following year
- Fund category descriptions are listed on the ODF website at www.okdfd.org.
- A list of estimated grant funds available per category will be posted on the website in late January.
- Grant recipients may also be required to provide a mid-year/mid-project progress report.
- A downloadable Final Grant Report form is available on the ODF website at <https://okdfd.org/grant-process-overview/>.
- In order to promote the Grant Program and grantees, ODF reserves the right to publish submitted grant summaries, testimonies, photographs and videos for publication on social media, the ODF website and in newsletters.

Scoring

The grant application scoring process includes four steps:

1. ODF staff will review each application to determine appropriate endowment categories for funding. Criteria are outlined in the various endowment agreements that fund the separate categories of the Grant Program. *Kansas Disciples are only qualified to receive funding under the Children, Youth and Young Adults category due to endowment criteria.* Grant Committee members and staff will individually review, score and rank each application prior to the Committee's meeting in mid-March. Scores will be tallied and ranked from highest to lowest.

1. The Grant Committee will meet to discuss and award grant funding.
2. Grant applicants will receive written notification via a letter and/or check mailed to the Church address on the application. Checks and letters will be mailed on April 1st. Grantees are encouraged to cash checks as soon as possible so ODF can account for the disbursements during April.

The following table details the rubric used by the Grant Committee to quantitatively score and rank grant applications.

<p>Project Design and Innovation</p>	<p>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.</p>
<p>Knowledge of Community Need</p>	<p>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.</p>
<p>Impact and Outcomes</p>	<p>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.</p>
<p>Sustainability Efforts</p>	<p>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.</p>
<p>Financial Information</p>	<p>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.</p>

Organization Name:	Full Amount of Funds Requested: \$
Project Name:	Minimum Amount Acceptable to Benefit Project if Only Partial Funding is Available: \$

I. GRANT REQUEST INFORMATION

Date funds are needed:	New or existing project:
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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.

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 from applicant. Include a list or number of project team members and their roles with the organization (i.e.: 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:

- a. Outputs: Direct products of the activities proposed measured in terms of volume of work accomplished – for example, number of people served
- b. Outcomes: Benefits or changes to individuals, families, communities, etc. resulting from program participation

1.
2.
3.

II. ORGANIZATION INFORMATION

Organization mission statement:

Number of full-time staff:

Number of part-time staff:

Website:

III. CONTACT INFORMATION

Key Grant Applicant Contact:	Senior Minister or Regional Minister who will oversee the project:
Name:	Name:
Position or Title:	Position or Title:
Email:	Email:
Phone:	Phone:

Church or Organization Mailing address:	Physical address, if different from mailing:
Address:	Address:
City:	City:
State:	State:
ZIP code:	ZIP code:

IV. EXECUTIVE SUMMARY (OPTIONAL)

If you would like 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:

Your program/mission should be supported by or associated with a local Disciples Church and signed off by the Minister or Regional Minister.

Name of supporting Disciples 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

_____ Date _____

Signature of authorized Christian Church (DOC) representative (Senior Minister or Regional Minister).

_____ Date _____