



# OKLAHOMA DISCIPLES FOUNDATION GRANT GUIDELINES

*(Revised & Board Approved: 10.27.2020; 10.29.2019; Board Approved Revisions: 04.24.2018;  
10.24.2017 Adopted 02.28.2017))*

## **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, pastoral care and church extension relating specifically to the Christian Church (Disciples of Christ). Only churches and church affiliated or supported 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 in Oklahoma (Disciples of Christ) must describe their affiliation with the Church and have the Church Pastor or a Regional Pastor sign the application form. Grant monies will be mailed to and paid to the affiliated Disciple's Church or Region with the program name denoted. Kansas area DOC churches are eligible to apply for funds under the Children, Youth and Young Adults category only.

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.

## APPLICATION PROCESS

A downloadable, standardized application is available online at our website at <https://okdfdndn.org/grants-program/>. The application must be downloaded to your personal computer's desktop or folder in order to fill in the form. Please follow the format as presented. If you feel additional information is necessary to advocate your mission, please attach separate documentation to the application. **Please be brief and concise in your information.** If you have questions, need guidance or have trouble downloading the application, please call us at 405.525.6530. It is recommended that you save a copy of your application for reference.

Please note applications will be accepted via email or hand-delivery to the Foundation offices 5:00 p.m. on **February 15**. If you do not receive an email or personal confirmation of receipt of your application, it is your responsibility to contact the Foundation to see if it has been received.

Email (pdf format) to: [grants@okdfdndn.org](mailto:grants@okdfdndn.org)

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

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

If your organization has a request that falls within our guidelines, please submit an application using the online downloadable form from our website. Available grant funds are listed on our website at [okdfdndn.org](http://okdfdndn.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*).

**ITEMS TO BE INCLUDED IN THE APPLICATION:**

- 1) NAME OF THE CHURCH/ORGANIZATION/INSTITUTION
- 2) PROJECT OR PROGRAM NAME
- 3) TOTAL AMOUNT OF FUNDS REQUESTED AND MINIMUM AMOUNT ACCEPTABLE TO CONTINUE OR BEGIN PROJECT (IF THE COMMITTEE IS UNABLE TO MEET THE MINIMUM AMOUNT WITH AVAILABLE FUNDS, THE PROGRAM WILL NOT BE FUNDED.)
- 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
- 10) ORGANIZATION/INSTITUTION MAILING ADDRESS, TELEPHONE NUMBER
- 11) PASTOR OR REGIONAL MINISTER AND CONTACT INFORMATION
- 12) NAME, EMAIL AND PHONE NUMBER OF CONTACT PERSON IF DIFFERENT THAN ABOVE
- 13) NUMBER 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, 2) HOW ODF GRANT FUNDING WILL BE ALLOCATED AND 3) 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 THAT SHOULD BE USED TO JUDGE THE SUCCESS OF YOUR PROGRAM
- 18) ORGANIZATIONS **OTHER THAN DISCIPLES 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 the endowment category(ies) it falls within for funding. This criteria is outlined in the various endowment agreements that

fund the separate categories of the Grant Pm. If your organization is submitting multiple applications for various programs, please number each according to priority.

**Applications should be made 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.**

Once reviewed by ODF staff, all 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. Award or non-award letters and/or checks will be mailed on April 1<sup>st</sup> to the church address noted in the application. .

### 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.

By year's end or earlier, **grantees are required to submit a final grant report based on the metrics and budget submitted in their application.** Reports (please download a Grant Reporting form at our website at [www.okdfd.org](http://www.okdfd.org)) are due to the Foundation within 60 days following the event or program or 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 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. Staff and Committee will review all reports. Incomplete and non-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 affect future grants. Failure to use funds as intended may also affect future grant consideration and awards and may require a refund of funds not used for purpose intended

## 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 publicize programs, projects and churches receiving ODF grant funds (including grant amounts) and 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. Additionally, the Foundation staff reserves the right to visit programs, events and projects funded by the Grants Program in order to take pictures and obtain information to publicize the Grants Program to other Disciples Churches and Organizations.**

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.*