



301 NW 36<sup>th</sup> Street  
Oklahoma City, OK 73118  
405.525.6530

## Oklahoma Disciples Foundation 2021 Grant Application Instructions

### Application Instructions

Applications should be submitted no later than 5:00 p.m. on February 15 of any given year. Applications 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 the 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](mailto:grants@okdfd.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  
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, 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](http://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>.
- 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.
2. The Grant Committee will meet to discuss and award grant funding.
3. 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 or before April 1. 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.

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. The project/program is affiliated with or supported by a Christian Church (Disciples of Christ) church or the Regional Church in Oklahoma or Kansas.
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.
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.
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.
Financial Information	The proposed budget is accurate, cost effective, and linked to activities and outcomes. The budget outlines how ODF grant funds will be spent. 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.