



OKLAHOMA CITY
COMMUNITY FOUNDATION
Helping you help the community

Basic Operational Grant Proposal Form

Basic Operational Grants are available to assist charitable organization endowments (COEs) with basic first-time management and administrative needs in the areas of basic accountability, planning and communications. Specifically, grants will be considered for projects in the following areas:

- Initial strategic planning process
- A communications plan that includes accepting or participating in online giving
- A first-time financial audit and financial management review or software
- Basic management or development consulting
- Specific-purpose training for board and staff.

Please complete the Proposal Form and submit it with Budget Form. Please do not exceed the provided space. Basic Operational Grant proposals and budget forms can be submitted at any time to Gayle Farley. Questions, please call Gayle at 405/606-2910.

Organization Information

Name and Address of Organization:

Grant Contact Person:

Telephone:

E-mail:

Board Information

Number of board members:

Current board chairman/president:

Date of board meeting at which this grant application was approved by board:

Percentage of board members who are donors to the organization (either through direct gifts or to the organization's charitable endowment fund at the Oklahoma City Community Foundation):

Organization's current annual budget: Income

Expenses

Endowment Information

What is the current balance of your organization's endowment fund?

How many gifts has the endowment fund received in last two years?

Proposal Details

What is the grant amount requested?

Describe the purpose of the requested funds. What is the specific need? (200 words or less)

How does this project fit with the organization's strategic plan? (150 words or less)

What defined objective does this project meet? (150 words or less)

Describe what outcomes are expected and how the organization will measure the outcomes. How will the proposed project/activity help build organizational stability and sustainability? (150 words or less)

What is the timeline of this project? When are funds needed? (50 words or less)

What is the total cost of this project and who are other funders? (pending or awarded) – Please detail this information on a Basic Operational Grant Budget Form.

How will you ensure sustainability of the project after the grant has been spent? (150 words or less)

F:\Grant Form\Grant form\Basic Operational Grant\BOG Proposal.doc