

# Sustainable Organizational Support (SOS) Grant Checklist and Summary Sheet

Organization Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Date Grant submitted: \_\_\_\_\_

## Your SOS Grant Packet must be submitted in the following way:

### 15 collated copies of the following items:

- SOS Grant Application
- Letter or Narrative of Proposal
- Project budget, both income and expense

### One copy of each of the following:

- SOS Grant Checklist and Summary Sheet
- Organizational Capacity Assessment Tool (OCAT) results
- Mission statement
- Strategic plan
- Listing of the current officers and directors of the organization with contact information
- Current financial statement and organizational budget for the current year.
- Most recent year-end audited financial statement available

### Please answer the following questions:

1. Total Project Cost? \_\_\_\_\_
2. Amount requested from SOS Grant Program? \_\_\_\_\_
3. Date grant funds needed? \_\_\_\_\_
4. Will this grant help meet a required match? \_\_\_\_\_
5. Is proposal for a new or existing project? \_\_\_\_\_
6. Beginning and ending dates of the project? \_\_\_\_\_
7. Is this project a collaboration or partnership with other agencies? \_\_\_\_\_

Will a site visit be possible by our staff to view the project in progress?

If yes, please give an idea as to when, where, what and with whom we can visit. \_\_\_\_\_



OKLAHOMA CITY COMMUNITY FOUNDATION

P.O. Box 1146 OKLAHOMA CITY, OK 73101-1146 t 405/235-5603 f 405/235-5612 [www.occf.org](http://www.occf.org)