



OKLAHOMA CITY
COMMUNITY FOUNDATION
Helping you help the community

Sustainable Organization Support (SOS) Grant Application

The Sustainable Organization Support (SOS) grants are open to charities and organizations that have charitable organization endowment funds at the Oklahoma City Community Foundation. Prior to submitting a grant application and supporting documents, organizations are required to complete the Organizational Capacity Assessment Tool (OCAT) to identify strengths and challenges. The OCAT is available at www.occf.org/coeprogram or by contacting Gayle Farley at 405/606-2910.

Please limit your responses to the space provided and adhere to the word limits where indicated. No additional sheets will be accepted. Remember, you will need to first save this form to your computer and then complete it.

Key Contact and Summary of Request

Organization Name:

The legal name of your Organization as stated on your IRS Determination Letter.

Grant Contact - Name:

Grant Contact – Title:

Grant Contact – Telephone:

Grant Contact – Extension:

Grant Contact - E-mail address:

Organization Annual Budget (income and expenses):

This should include all programmatic, administrative and fundraising expenses and income for current year.

Endowment Value:

What is the current balance of the organization’s Charitable Organization Endowment Fund?

Amount of this Request:

Amount of Organization Cash Match Toward Project:

Request Summary:

Please provide a brief summary of your request (maximum 200 words) in the space below.

Board and Staff Information**Board Leadership**

Please provide contact information for the volunteer chairperson or president of your board.

Name:

Title:

Telephone:

Extension:

E-mail Address:

Board of Directors**Board Approval Date:**

Please provide the date of the board meeting at which the board of directors approved submission of this grant application.

Number of Board Members:**Board Donations:**

This should be the total amount of cash donations made by board members during your most recently completed fiscal year.

Percentage of Board Members Who Donate to the Organization:

Calculate the percentage of board members who made a personal cash donation during the organization's most recently completed fiscal year (either directly to the organization or to the endowment fund).

Staff Leadership

Please tell us the name of your chief staff person, i.e. Executive Director, Chief Executive Officer, etc.

Name:

Title:

Telephone:

Telephone Extension:

E-mail Address:

Staff and Volunteers

Full-Time Employees:

Total number of full-time employees at time application is submitted.

Part-Time Employees:

Total number of part-time employees at time application is submitted.

Part time employees may include independent contractors but do not include non-paid (volunteer) staff. Include volunteers in the field below.

Volunteers:

Total number of volunteers who participated in your activities in the most recently completed fiscal year.

Organization Information

Address Line 1:

Address Line 2:

City/State/ Zip Code (9 digit):

County:

Office Fax Number:

Website Address:

Tax ID Number:

Date of Incorporation:

Fiscal Year Beginning Date:

Mission Statement (maximum of 100 words):

Organization Summary:

Describe the programs provided by your organization (maximum 150 words)