

# MARGARET ANNIS BOYS TRUST GRANT CHECKLIST AND SUMMARY SHEET

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

Project Title: \_\_\_\_\_ Grant Deadline: \_\_\_\_\_

## Your Margaret Annis Boys Trust Grant Application packet must be submitted in the following order:

- Margaret Annis Boys Trust Grant Organizational Information (18 copies)
- Proposal Narrative (18 copies)
- Margaret Annis Boys Trust Proposal Abstract (18 copies)
- Margaret Annis Boys Trust Checklist and Summary Sheet (18 copies)
- Letters of approval from any governmental authority or any property owner (1 copy)
- Letter of Determination from the Internal Revenue Service, if applicable (1 copy)
- Listing of the current officers and directors of the organization with contact information (1 copy)
- Current financial statement and organizational budget for the current year. (1 copy)
- Most recent year-end audited financial statement, if available (1 copy)

## Answer the following questions in the space provided:

1. Total Project Cost? \_\_\_\_\_
2. Amount requested from Margaret Annis Boys Trust? \_\_\_\_\_
3. Date grant funds needed? \_\_\_\_\_
4. Will this grant from OCCF help meet a required match? \_\_\_\_\_
5. Is proposal for a new or existing project? \_\_\_\_\_
6. Number of people to be served by the project? \_\_\_\_\_
7. Geographic area served by the project? \_\_\_\_\_
8. Beginning and ending dates of the project? \_\_\_\_\_
9. Is this project a collaboration or partnership with other groups? \_\_\_\_\_
  - Reviewed MAB Trust 'Guidelines, Goals and Criteria' Section
  - Reviewed MAB Trust 'Supplemental Information' Section
  - Invite OCCF program officer for a site visit to discuss prospective project and MAB Guidelines process.
  - Prepare a comprehensive Landscape Plan for the entire site that is being considered for the grant. (Schools must include a comprehensive plan for the entire campus grounds even if they are just asking for funding with one area of the campus.)
  - Prepare an accurate itemized budget for the entire project that corresponds to the landscape plan listing plant varieties, quantities, unit prices, amount requested from the MAB Trust and the Match amount provided by your organization. Be sure to identify which planting projects include contracted labor and which areas will include in-kind labor provided by the organization.
  - Prepare a landscape maintenance schedule listing items that need to be accomplished on a regular basis. Also list the person or group that will be responsible for each maintenance task.
  - Provide pictures of the existing areas to be included in the grant request.
  - Prepare a narrative addressing all of the criteria identified in Written Proposal Guidelines of the Margaret Annis Boys Trust Grant Application.
  - Complete Margaret Annis Boys Trust Organizational Information form. Assemble all documentation requested.
  - Prepare Margaret Annis Boys Trust Proposal Abstract.
  - Include preliminary letters of approval from any governmental authority or any property owner that will be required before the project can be started. Projects will not be considered for funding until preliminary approval is received.
  - Submit 18 copies of the completed application including a completed checklist. Only 1 copy of the supporting information requested is required.



OKLAHOMA CITY COMMUNITY FOUNDATION