



## Opportunities for Children iFund 2012 Grant Application Guidelines and Information

Below is key information on the application requirements for an Opportunities for Children iFund grant. This document includes information on the following areas:

<b>Eligibility</b>	<b>Projects/Programs</b>	<b>Online Application Process</b>
<b>Project Narrative &amp; Evaluation</b>	<b>Deadlines/Notification</b>	<b>Reports</b>
<b>Questions &amp; Clarifications</b>		

### Who is eligible to apply?

501(c)(3) nonprofit organizations that provide direct services for children from birth to age 14 in the central Oklahoma area and have governing boards based in the central Oklahoma area are eligible to apply. Grants may be made for existing or new direct service programs. The programs should target at-risk children who otherwise do not have access to services. Individuals who qualify for other programs would be a lower priority. Grants may also be made for equipment involved in a direct service program. Equipment should be for the primary use of the targeted population of children. Programs should be generally open and not restricted by residency or membership. No multiple year funding commitments will be made. Grants will be in the range of \$5,000 to \$40,000.

### What projects and programs will be considered?

One-time grants will be awarded to nonprofit organizations for programs that provide direct services for children from birth to age 14. Services to be supported are those that:

Support early childhood educational and preschool programs and literacy programs for children already in school. Programs should be in addition to any school-based program.

Provide recreational, social, and cultural activities for children who otherwise would not have the opportunity to participate for physical, developmental or economic reasons. This would include after-school and out-of-school care programs.

Provide services and activities for children who have physical and/or developmental limitations or who are otherwise unable to fully participate in regular activities.

Priority will be given to projects that leverage other resources and that demonstrate cooperation between two or more organizations.

Previous grantees can re-apply for additional funding if program was successfully completed AND proposed goals were achieved. A new application from a previous grantee should be for a significant program expansion or new program/activity.

No grants will be made for capital campaigns, fund-raising events, research projects, the purchase of vehicles or for clinical equipment or facility construction. Lower priority will be given to support administrative needs such as occupancy, communications, computer equipment and overhead.

## Online Application Process

Grant applications will be accepted via an online form after the nonprofit has been invited to apply. To receive an invitation to apply, please email the name and address of your organization to [ifund@occf.org](mailto:ifund@occf.org). Include a brief description of your project and the target population. To ensure your project is within the scope of the Opportunities for Children iFund criteria, please review the eligibility parameters listed above. The invitation to apply will include an access code and a link to the online application.

The application will require you to describe the specific program and services for which funding support is requested as well as provide a budget for the program or activity and documentation of need in the community. The first portion of the application will ask for basic institutional information about the organization including its governance, mission and financial data. Some attachments will be required. The second portion of the application will require a description of the proposed project that will give details about the program to be funded, the target population, the budget for the project, the method of evaluation that will be used and the ability of the project to be sustained in the future.

NOTE: If your organization has completed an online application for a Kirkpatrick Family Fund grant or other iFund grant program, then you will need to use the same email address for the Opportunities for Children iFund online application.

## Grant Project Narrative & Evaluation

Grant applications must include a Grant Project Narrative of up to five (5) pages. The narrative must provide the following information about the project/program for which grant support is requested. **Please respond to each item specifically in the order listed:**

1. Describe the well-documented local need and the population of children for whom the program or service is targeted. Note that disadvantaged and high-risk populations will be a priority. Be specific about the need the program will address to serve this targeted population. Also specify how children will learn about the program or are encouraged to participate (i.e. methods of marketing and promoting the program or service). Include a realistic number of unique participants expected to be served and the geographic location.
2. Based upon a successful evidence-based model, describe the specific activities that will be provided including the location and time period (although most programs last one year, programs can be 3-18 months). Describe the expected impact on the children. Describe the experience of the organization in working with children and the organization's efforts for continuous improvement.
3. Provide a budget for the program including all income and expenses directly related to the services for which funding is requested. Any staff expense should relate directly to the services provided. Describe the impact of the proposed grant on the capacity of the organization to provide services, what is the current level of service and how the grant funding will increase or expand the service. The timeframe for the budget should correspond to the time frame given in item #2. Please describe how other resources are leveraged or cooperation with other groups is utilized.
4. If the request is for a program that will have ongoing needs, please describe the organization's plan for continued funding.
5. Describe how the impact of the program will be evaluated and measured. Quantify the expected outputs and outcomes of the program. Describe the plan for potential follow-up with the participants to measure intermediate and long-term outcomes. Complete the following program evaluation chart (if needed, please refer to sample evaluation chart at the end of the guidelines):

**Opportunities for Children iFund - Program Evaluation Chart**

<b>Baseline # from previous year</b>	<b>List Three Proposed Numerical OUTPUTS</b> <i>Number of Activities, Services, Events or Products</i>	<b>Benchmarking Tool to Measure Progress</b> <i>(i.e. internal records)</i>	<b>Steps to Achieve Outputs during Grant Period</b>
#	#		
#	#		
#	#		

<b>Baseline # from previous year</b>	<b>List Three Proposed Numerical OUTCOMES from application</b> Change in Knowledge, Behavior and Condition	<b>Benchmarking Tool to Measure Progress</b> <i>(survey, pre or post-test, records, etc.)</i>	<b>Steps to Achieve Outcomes during Grant Period</b>
# and %	<u>Short-term Outcome:</u> First 3 months  Change in Awareness, Knowledge, Attitude, Skills, Opinions, or Motivation  Measured by # and %		What educational materials will be provided? If provided, please attach copy.  Please provide copy of survey.
# and %	<u>Intermediate Outcome:</u> By 6 months  Change in Behavior  Measured by # and %		
# and %	<u>Long-term Outcome:</u> By 12 months or end of grant program  Change in Condition  Measured by # and %		

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**SAMPLE Evaluation Chart:** Youth Mentoring Program for Children of Incarcerated Parents

Baseline # from previous year	List Three Proposed <u>Numerical OUTPUTS</u> <i>Number of Activities, Services, Events or Products</i>	Benchmarking Tool to Measure Progress <i>(i.e. internal records)</i>	Steps to Achieve Outputs during Grant Period
5 activities recruited 75 youth last year	7 activities to enroll 100 youth of incarcerated parents	Internal Program Records	Collaborate with local agencies and schools
40 youth participated in mentoring program last year	50 youth to continue to participate in mentoring program for 12 months	Internal Program Records	Monitor youth satisfaction of the youth mentoring program. Improve areas of weakness.
40 mentors maintained involvement in program last year	50 mentors to maintain involvement for 12 months	Internal Program Records	Recruit, train and support quality mentors  Collaborate with local businesses

Baseline # from previous year	List Three Proposed <u>Numerical OUTCOMES</u> from application Change in Knowledge, Behavior and Condition	Benchmarking Tool to Measure Progress <i>(survey, pre or post-test, etc.)</i>	Steps to Achieve Outcomes during Grant Period
88% (35 out of 40 youth) showed an improvement of emotional well-being last year	<u>Short-term Outcome (Attitude):</u> First 3 months  90% (45 out of 50 youth) show an improvement of emotional well-being due to improved self-esteem and decreased alienation.	Pre and post (about 3 months after entering program) survey of mentored youth	Please provide copy of survey.
70% (28 out of 40 youth) improved school attendance last year	<u>Intermediate Outcome (Behavior):</u> By 6 months  75% (37 out of 50 youth) improved school attendance	School attendance record (showing a decrease in or absence of times they skipped class/a day in school.)	
60% (24 out of 40 youth) improved academic test scores/GPA last year	<u>Long-term Outcome (Condition):</u> By 12 months or end of grant program*  60% (30 out of 50 youth) improved academic test scores/GPA	School records	*for longer-term funding – could track number and percent of mentored youth participating for 12 months or more who graduate from high school.

### **Program Evaluation Chart Definitions:**

OUTPUTS: **quantifying the expected activities**, services, events and products that reach people who participate or who are targeted

OUTCOMES: **quantifying the expected changes** for individuals, groups, communities, organizations, communities, or systems.

- a. Initial Outcome (Learning):  
Change in Awareness, Knowledge, Attitudes, Skills, Opinions, Aspirations, or Motivations
- b. Intermediate Outcome (Action):  
Change in Behavior, Practice, Decision-making, Policies, or Social Action
- c. Long-term Outcome (Change of Condition):
  - Social Change
  - Economic Change
  - Civic Change
  - Environmental Change

BASELINE: Report last year's data here. If unavailable, please leave blank.

### **Informational Meeting**

All interested applicants are invited to attend a voluntary informational meeting at 3:00 p.m. on Wednesday, March 7, 2012. The meeting will be held at the Oklahoma City Community Foundation offices at 1000 N. Broadway Ave. Application and evaluation requirements will be reviewed. Please review guidelines prior to meeting for eligibility. It is highly encouraged that both development staff and program staff involved in proposed program or service attend the meeting.

### **Grant Deadline and Notification**

Deadline for submission of all grant application materials is 5:00 p.m. on April 2, 2012. The grant application will be reviewed by a committee and recommended for approval to the Board of Trustees. Grantees will be notified of decision in early May.

### **Reporting**

Grantees will be required to submit quarterly evaluation reports for one (1) year after the award has been made or until the funded program/project is completed.

### **Questions & Clarifications**

Please submit any questions or a need for clarification on any aspect of the application requirements to [ifund@occf.org](mailto:ifund@occf.org) and note in subject line "Opportunities for Children iFund." Replies will be provided in a timely fashion during the work week (not including holidays) and posted at [www.occf.org/ifund\\_faq](http://www.occf.org/ifund_faq). The deadline to submit questions is noon on March 30, 2012. Questions will not be answered after deadline.

### **For more information**

We encourage you to contact us with any ideas that you might have for this grant program by emailing Adrienne Elder, iFund program officer, at [a.elder@occf.org](mailto:a.elder@occf.org) or Nancy Anthony, executive director, at [n.anthony@occf.org](mailto:n.anthony@occf.org).