

COMMUNITY GRANTS PROGRAM

PROGRAM GOALS & AREAS OF INTEREST

The Lawton Community Foundation was started in 1999 to improve the quality of life in the Lawton area. A grant program was adopted by the Trustees to support programs and projects in the Lawton area, which will improve the quality of life and provide opportunities for citizens to improve themselves and the community. Grants of up to \$5,000 will be awarded to qualified nonprofit organizations or entities of state and local government for appropriate projects, which have the following characteristics:

- The project should be new or a significant expansion of a current effort which will provide positive additional impact to the community.
- The project should benefit a broad range of individuals in the community and not be limited to a small group.
- The project should have support from other resources in the community.
- The project should provide a significant opportunity for a permanent program or community improvement

PROGRAM CRITERIA AND REQUIREMENTS

The grant program will be limited to organizations in the Lawton area providing programs primarily for the citizens of the Lawton area. All requesting organizations must be Internal Revenue Code section 501(c)(3) organizations which are public charities or which are subsidiaries of state or local governments. No grants can be made to private foundations or economic development organizations. All requesting organizations may only submit one application for each deadline.

The grant request may be for a capital item or program, which can utilize a one-time funding source. If additional funds are needed to complete the project, the source of funds must be committed at the time of the award. The project or program must be started within 12 months of the grant award.

Grant funds may be used for construction; purchase of equipment, staff salaries and contract services directly related to a specific program and other direct program expenses. Grant funds will not be used for overhead of an organization including supervisory salaries or for expenses incurred prior to the grant award. Budget details should clearly allocate costs including specific personnel positions. The grant award may restrict funds to only certain expenses of a project.

Grants will not be considered for travel by individuals or groups, existing debt or completion of other programs, as well as underwriting or sponsoring fund-raising events. Narrowly focused scholarships or research projects will not be considered. In addition, activities and facilities limited to participants in a single program are not eligible for consideration.

The project should meet the guidelines described herein. There should be goals, specific activities, and a budget including income and expenses, and expected outcomes. The Board of Directors of the sponsoring organization should approve the project.

The attached application form should be completed with the additional information requested. Please type if possible. The questions on the application form provide important information about the project. Please answer each question completely.

Ten (10) copies of the application and information about the grant request should be submitted to the Lawton Community Foundation, P.O. Box 6033, Lawton, OK 73506. Please submit only one copy of institutional information, including the financial statements, IRS determination letter, the list of board members and other pertinent information. The deadline for applications is June 30, 2011. Faxed applications are not accepted. Grant decisions will generally be made within eight to ten weeks of the deadline. All applicants who submit a request in accordance with the process will receive notification of the decision of the Trustees regarding the grant request.

Letters of support are not needed and contacts outside the grant process are not encouraged.

Please contact Mr. Gene Love at 580-695-9943, if you have any questions or need any additional information.

COMMUNITY GRANTS APPLICATION

Organization Name: _____

Contact Name: _____

Mailing Address: _____

Street Address: _____

E-mail Address: _____

Phone Number: _____ Fax Number: _____

Website: _____

1. Briefly describe the organization and its purpose in the community. Attach a copy of the organization's mission statement and its strategic or long-range plan, if available:

2. Attach a copy of the organization's Determination Letter from the Internal Revenue Service.

3. Describe the governance of the organization and how the governing board is selected. Attach a listing of the current officers and directors of the organization.

4. Attach a current financial statement and organizational budget for the current year. Attach the most recent year-end audited financial statement available.

5. Based on the information in question 4, please provide the following for the current year:
Total organizational budget: _____
Income Sources: _____
Contributions, dues, memberships: _____
Endowment fund income: _____
Non-governmental grants: _____
Government contracts and grants: _____
Earned income from programs: _____
Earned income from sales, rentals: _____
Other income, specify _____: _____

6. Board of Directors, Staff and Volunteers
- a. What percentage of your current board of directors has contributed financially during the last fiscal year? _____
 - b. What is the aggregate amount of contributions made by the board of directors during the last fiscal year? _____
 - c. Number of full-time staff: _____
 - d. Number of part-time staff: _____
 - e. Average number of active volunteers: _____

7. Briefly describe the basic need or opportunity the proposal addresses.

8. Describe the program and activities being proposed, including the population to be affected and the time frame for the program.

9. Describe the expected outcome, including the future of the project after grant funds have been expended.

10. Provide an outline of the project's budget expenditures, including both the requested grant funds and the resources to be provided by the organization.

Submission of this proposal is consistent with goals and missions of the organization and the proposal has been reviewed with the Board of Directors

Signed by the head of the governing board

Date