

# FUND FOR OKLAHOMA CITY CHECKLIST AND SUMMARY SHEET

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

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

**Your Fund for Oklahoma City Grant Application packet must be submitted in the following order:**

- Fund for Oklahoma City Organizational Information
- Proposal Narrative
- Fund for Oklahoma City Proposal Abstract
- Fund for Oklahoma City Checklist and Summary Sheet
- Mission statement
- Strategic plan
- Letter of Determination from the Internal Revenue Service
- 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 (must be within last 12 months)
- Project budget, both income and expense

**Please answer the following questions:**

1. Total Project Cost? \_\_\_\_\_
  2. Amount requested from Fund for Oklahoma City? \_\_\_\_\_
  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 agencies? \_\_\_\_\_
- If so, list partner agencies: \_\_\_\_\_



**OKLAHOMA CITY COMMUNITY FOUNDATION**

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