

## **Overview**

In 1997, when the Hospice of Oklahoma County merged its operations with a local hospital, proceeds were used to establish the Hospice Foundation of Oklahoma, a 501(c)(3) nonprofit organization. At the same time, the organization created a permanently endowed affiliated fund at the Oklahoma City Community Foundation to support and promote palliative and hospice care in Oklahoma. Through their grant program, the Hospice Foundation of Oklahoma, Inc. and the Hospice Foundation of Oklahoma Affiliated Fund at the Oklahoma City Community Foundation work together to improve the end-of-life care and build awareness of hospice and palliative care options throughout Oklahoma. Grant amounts vary between \$5,000 and \$10,000. One-year grants are preferred, but consideration will be given to renewing grants for up to three years with proper updates and justification.

## **Who is eligible to apply?**

- Any 501(c)(3) nonprofit organization or higher education institution operating in Oklahoma.

## **Grant Funding Goals**

- Educate and train health care professional about hospice, palliative care and other end-of-life issues.
- Promote awareness to patients and families about patients and families about hospice, palliative care, advance directives and other legal and social service issues and their rights under each.

## **Priorities and Requirements for Considered Funding:**

- Education and training for health care professionals and institutions in hospice, palliative care and other end-of-life issues.
- Educational initiatives that promote the awareness and use of hospice and palliative care services.
- Public awareness about hospice and palliative care services, advance directives and the legal and social services that support their use.
- A review component

## **Application Process**

Contact the Oklahoma City Community Foundation offices to determine the eligibility of your project a minimum of three to four weeks prior to the grant deadline.

- Complete Part I of the Hospice Foundation application.
- Complete Part II of the Hospice Foundation application.
- Submit the grant packet no later than 5 p.m. on the application deadline.  
If applying by U.S. Mail Service, please mail two (2) copies of the application (Part I & Part II) to:  
Hospice Foundation of Oklahoma, c/o Oklahoma City Community Foundation  
P.O. Box 1146  
Oklahoma City, OK 73101-1146

If submitting a digital application, email only one copy of the application to Ashley Elkins at [a.elkins@occf.org](mailto:a.elkins@occf.org).

## **Application Guidelines**

### *For Existing Programs*

Requests for funding of existing programs may submit a fully developed proposal. The proposal, limited to 20 pages or less, should include:

- Background on the applicant organization
- Summary of the proposed project or program
- Problem or issue to be addressed
- Anticipated impact on the population affected
- Relevance of the issue to the foundation's mission and priorities
- Estimated timeline for project or program completion
- Description of project or program evaluation techniques and personnel
- Amount of funding requested
- Total cost of the proposed project or program
- Future funding and development plans
- Description of organization's efforts to educate the community and encourage access to end-of-life care or hospice services
- Primary contact person to serve as a liaison with the foundation

Please include the following attachments:

- Internal Revenue Service letter verifying the organization's 501(c)(3) tax exemption status
- Budget for the project or program to be funded, including other funding sources
- Audited financial statement for the organization's most current and prior year-end
- Current annual budget and financial statements for the applicant organization
- List of the organization's governing board members including professional and community affiliations
- Evidence of governing body's approval to submit proposal for funding
- Annual report, brochure, or other materials that describe the organization's current program and activities
- Letters of understanding from all partners collaborating on the proposed project or program, including financial or in-kind contributions
- Provide the organization's last, year-end financial statement

### *For New Programs*

Organizations wishing to apply for funds to support new programs should submit a letter of intent not to exceed two typewritten, single-spaced pages. This minimizes the demand on the applicant's time, yet helps the foundation determine whether a proposed project falls within the foundation's mission priorities and philosophy. The letter of intent should include the following:

- Brief statement of the project's or program's principal objectives
- Identification of the target population
- Description of the proposed approach to provide new program
- Approach to measuring effectiveness of the new service
- Approach to communicating the new program to the community
- Amount of funding requested

- Prospects for service sustainability, assimilation within the community, or durable change after the foundation funding ends
- Description of organization's efforts to educate the community and encourage access to end-of-life care or hospice services
- Other sources of support or grant requests pending
- Primary contact person to serve as a liaison with the foundation

#### *Expenses Not Funded*

The Hospice Foundation of Oklahoma does not provide funding for:

- Political action groups, religious or lobbying organizations
- For-profit organizations
- Organizations not providing services in Oklahoma
- Capital purposes (capital campaigns, or purchasing, remodeling, or furnishing of facilities and equipment)
- General operating and administrative costs for existing programs
- Development or fund-raising campaigns or fund-raising events
- Grants for individuals
- Research projects except as a byproduct of a direct community service program
- Full-time faculty or other funded positions
- Political action or lobbying projects
- Projects of for-profit organizations
- Projects for services not located in Oklahoma

*Note:* When research studies are performed, approvals from the appropriate human investigation review committee are required.

#### **Grant Review and Notification**

The Hospice Foundation of Oklahoma and/or other advisory committees will review all grant proposals that are prepared according to the guidelines outlines above. All applicants will be notified of the Hospice Foundation of Oklahoma's decision.

*Note:* Publications resulting from the award shall acknowledge receiving a Hospice Foundation of Oklahoma grant.

#### **Questions**

For questions about the application and grant process, please contact Ashley Elkins at (405) 606-2939 or [a.elkins@occf.org](mailto:a.elkins@occf.org).