



OKLAHOMA CITY COMMUNITY FOUNDATION

LITERACY IS FOR EVERYONE (LIFE) ORGANIZATIONAL INFORMATION

Basic Institutional Information

A. *Profile Data*

Organization Name: _____

Executive Director: _____

Mailing Address: _____

Phone Number: _____ **Fax Number:** _____

Email address: _____ **Web Site:** _____

B. In space provided below, describe the organization’s activities, accomplishments and impact on the community.

C. In space provided below, describe the governance of the organization and how the governing board is selected.

D. **THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH GRANT APPLICATION:**

- Organizational mission statement (50 words or less)
- A copy of the sponsoring organization’s Letter of Determination for the Internal Revenue Service.
- A copy of the organization’s strategic or long-range plan, if available.
- List of the current officers and directors of the organization.
- A current year financial statement and organizational budget.
- A copy of the most recent year-end financial statement (audited if available).

E. Based upon the most recent year-end financial statement submitted, please provide the following for the current year:

SOURCE	AMOUNT
Total Organizational Budget	\$
Income Sources:	
Contributions/Dues/Memberships	\$
Agency Endowment Fund Distribution/Income	\$
Other Endowment Income	\$
Non-government contracts	\$
Government contracts and grants	\$
United Way/Allied Arts Support	\$
Earned income from program	\$
Earned income from sales, rentals, fundraising events, etc.	\$
Other (explain):	\$

F. BOARD OF DIRECTORS, STAFF AND VOLUNTEERS

a. What percentage of your current board of directors has contributed financially during the organization's last fiscal year? _____

What is the aggregate amount of contributions made by the board of directors during the last fiscal year? \$ _____

b. Number of full-time staff: _____ Number of part-time staff: _____

Average number of active volunteers _____

G. List all competitive grants received from Oklahoma City Community Foundation and the Kirkpatrick Family Fund within the last five years. Include brief project description, amount funded, date and status.

MONTH/YEAR	PROJECT	AMOUNT OF GRANT	GRANT STATUS
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	



OKLAHOMA CITY COMMUNITY FOUNDATION

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