



OKLAHOMA CITY  
COMMUNITY FOUNDATION  
*Helping you help the community*

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## **Elderly Services iFund 2018 Grant Application Information**

### **Deadline:**

On or before April 2 at 5:00 p.m. (Link to online applications will be available after February 19.)

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

501(c)(3) nonprofit organizations that provide direct services for older adults 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 services programs. Grants may also be made for equipment involved in a direct service program. Programs should be generally open and not restricted by residency or membership or restricted to individuals associated with a particular institution. No multiple-year funding commitments will be made. Grants will be in the range of \$5,000 to \$20,000.

### **What projects and programs will be considered?**

One-time grants will be awarded to nonprofit organizations for programs that provide direct services for elderly adults who are still living in their homes. Services to be supported are those that:

Encourage and enable older adults to live independently, outside of institutional settings and address specific needs that allow independent living to continue.

Support wellness and exercise activities that encourage better health for older adults, specifically those that are still living in their homes.

Provide positive social and recreational opportunities for older adults who are otherwise isolated or unable to participate in community programs.

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**.

Services for Elderly iFund grants will **not** be made for capital campaigns, fund-raising events, research projects, Mobile Meals programs, purchase of vehicles 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) **no later than March 26, 2018**. Include a brief description of your project and the target population. To ensure your project is within the scope of the Services for Elderly iFund criteria, please review the eligibility parameters listed above. The invitation to apply will include an access code and web address for 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 and documentation of need in the community. Some attachments will be required.

**In order to streamline the online application process, all applicants are required to have a published GiveSmartOKC profile. For those applicants that do not have a GiveSmartOKC profile, please contact Ashlee Adams at a.adams@occf.org. To learn more information, visit [www.GiveSmartOKC.org](http://www.GiveSmartOKC.org).**

### **Grant Questions and Required Documents**

The grant application includes the following questions that must be answered:

1. How does your program/project meet the goals and objectives of the iFund Elderly Services grant program as stated above?
2. Describe the well-documented local need and the population of elderly for whom the program or service is targeted. Note that disadvantaged and high-risk elderly will be a priority. Be specific about the need that the program will seek to serve with this targeted group.
3. How will individuals learn about the program and how will they be encouraged to participate (i.e. methods of marketing and promoting the program/service). Include the number of unique participants expected to be served and the geographic location.
4. Describe the specific activities that will be provided including the location and time period (although most programs last one year, programs can be three to 18 months).
5. What impact do you expect to have on the participants?
6. Describe the experience of the organization in working with elderly individuals in this type of activity.
7. If the request is for a program that will have ongoing needs, please describe the organization's plan for continued funding.

The following documents must be uploaded to the online application:

#### **Budget**

1. Please be sure to include both income and expenses.
2. Note how the iFund grant dollars will be utilized for each budget expense listed. Any staff expense should relate directly to the services provided.
3. The timeframe for the budget should correspond to the time frame of the program/project.

#### **Evaluation Plan**

1. Describe how the impact of the program will be evaluated and measured. Quantify the expected outputs and outcomes of the program.
2. Describe the plan for follow-up with the participants to measure intermediate and long-term outcomes.
3. Complete the program evaluation chart included below. (A link to an electronic copy of this chart will be included in the online application.) This is the minimum evaluation required. More in-depth measurements are encouraged.

**Services for the Elderly iFund - Program Evaluation Chart**

Baseline # from previous year	List Three Proposed <i>Numerical</i> <u>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
#	#		
#	#		
#	#		

Baseline # from previous year	List Three Proposed <i>Numerical</i> <u>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
# and %	Short-term Outcome: Reach goal in 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 %	Intermediate Outcome: Reach goal by 6 months  Change in Behavior  Measured by # and %		
# and %	Long-term Outcome: Reach goal by 12 months or end of grant program  Change in Condition  Measured by # and %		

### **Information**

All interested applicants are encouraged to attend an informational meeting about the Elderly Services iFund grant program 3 p.m., Feb. 19, 2018, at the Oklahoma City Community Foundation office. In addition, please contact Erika Warren at [ifund@occf.org](mailto:ifund@occf.org) or 405/606-2920 to discuss eligibility for grant funding.

### **Grant Deadline and Notification**

Deadline for submission of all grant application materials is by **5 p.m., April 2, 2018**. The grant application will be reviewed by a committee and recommended for approval to the board of Trustees. Grantees will be notified of a decision by late May.

### **Reporting**

Grantees will be required to submit a midway evaluation report and a final report at the end of one year or when 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 the subject line "Elderly Services iFund Grant Application." Replies will be provided in a timely manner during the work week (not including any holidays). Questions will not be answered after the deadline.