



OKLAHOMA CITY
COMMUNITY FOUNDATION

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1000 N. Broadway Ave. • P.O. Box 1146 • Oklahoma City, OK 73101 •
405/235-5603 • fax 405/235-5612 • www.occf.org

Opportunities for Children iFund 2017 Grant Application Guidelines and Information

Deadline: On or before July 7, 2017 (Online applications will be available after May 25.)

Below is key information on the application requirements for Opportunities for Children iFund grants. This document includes information on the following areas:

Eligibility	Projects/Programs	Online Application Process
Project Questions & Evaluation	Deadlines/Notification	Reports
Questions & Clarifications		

Who is eligible to apply?

501(c)(3) nonprofit organizations that provide direct services for children from birth to age 14 in the central Oklahoma area and have governing boards based in the central Oklahoma area are eligible to apply. Grants may be made for new direct service programs or expansion of existing programs. The programs should target children who otherwise do not have access to services. Special consideration will be given to expanding programs for pre-school children, children in foster care, and children who have physical or developmental delays. Grants may also provide supplies or materials for the primary direct use of the targeted population of children. Programs should be generally open and not restricted by residency or membership. No multiple year funding commitments will be made. Grants will be in the range of \$10,000 to \$40,000.

In order to streamline the application process, applicants will be required to have a current GiveSmartOKC profile. For those applicants that do not have a published GiveSmartOKC, please contact Ashlee Adams at a.adams@occf.org in order to work toward completing one prior to requesting access to the application. Learn more at www.GiveSmartOKC.org.

What projects and programs will be considered?

One-time grants will be awarded to nonprofit organizations for programs that provide direct services for children from birth to age 14. Services to be supported are those that:

Promote wellness and physical activities that encourage a healthy lifestyle.

Provide recreational, social, and cultural activities for children who otherwise would not have the opportunity to participate. This would include after-school and out-of-school care programs.

Programs that encourage and support literacy outside of school-based programs.

Priority will be given to projects that leverage other resources and that demonstrate cooperation between two or more organizations. All programs will be asked to provide an evaluation component that will demonstrate impact of the program on the target population.

No grants will be made for capital campaigns, fund-raising events, research projects, and purchase of vehicles or for clinical equipment 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. Include a brief description of your project and the target population. To ensure your project is within the scope of the Opportunities for Children iFund criteria, please review the eligibility parameters listed above. The invitation to apply will include an access code and a link to 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 for the program or activity. The first portion of the application will ask for basic institutional information about the organization including its governance, mission and financial data. Some attachments will be required. The second portion of the application will require a description of the proposed project that will give details about the program to be funded, the target population, the budget for the project, the method of evaluation that will be used and the ability of the project to be sustained in the future.

NOTE: Individuals completing an application MUST be a staff member or member of the governing board.

Grant Project Questions & Evaluation

Grant applications must include answers to the 5 questions below and provide a Program Evaluation Chart. The Program Evaluation Chart is available on the occf.org website and will be available in the online application. The proposal must provide the following information about the project/program for which grant support is requested. The answers to these questions are the primary part of the application used by the review committee to evaluate the proposal.

1. Describe the population of children for whom the program or service is targeted. Be specific about the need the program will address to serve this targeted population. Also specify how children will learn about the program or are encouraged to participate (i.e. methods of marketing and promoting the program or service). Include a realistic number of unique participants expected to be served and the geographic location.
2. Describe the specific activities that will be provided including the location and time period (although most programs last one year, programs can be 3-18 months). The program should be implemented within 90 days of receiving notice of funding. Describe the expected impact on the children. Describe the experience of the organization in working with children in this type of activity or service.
3. Provide a budget for the program including all income and expenses directly related to the services for which funding is requested. Any staff expense should relate directly to the services provided. Any fees charged to the participant should be fully disclosed. Describe the impact of the proposed grant on the capacity of the organization to provide services, the current level of service and how the grant funding will increase or expand the service. The timeframe for the budget should correspond to the time frame given in item #2. Please describe how other resources are leveraged or cooperation with other groups is utilized.
4. If the request is for a program that will have ongoing needs, please describe the organization's plan for continued funding. If other resources are being utilized, please describe those.
5. Describe how the impact of the program will be evaluated and measured. Quantify the expected outputs and outcomes of the program. Describe the plan for potential follow-up with the participants to measure outcomes. The evaluation method proposed must include a current baseline, measurable goals for the program for both participation and program elements, and the process by which the outcomes will be measured. Provision should be made to provide periodic updates on progress toward these goals during the reporting period for the grant.

Opportunities for Children iFund - Program Evaluation Chart

Baseline # from previous year	List Three Proposed Numerical <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 Numerical <u>OUTCOMES</u> from application	Benchmarking Tool to Measure Progress	Steps to Achieve Outcomes during Grant Period
# and %	<u>Short-term Outcome:</u> First 3 months		
# and %	<u>Intermediate Outcome:</u> Reach goal by 6 months: Change in Behavior: Measured by # and %		
# and %	<u>Long-term Outcome:</u> Reach goal by 12 months or end of grant program Change in Condition Measured by # and %		

Program Evaluation Chart Definitions:

OUTPUTS: quantifying the expected activities, services, events and products that reach people who participate or who are targeted.

Example: Held two 1-hour reading classes per week for 14 weeks with ten students.

OUTCOMES: quantifying the expected changes for individuals, groups, communities, organizations, communities, or systems. Measure how much better off the target population is as a result of the organization's program services. Defines change that has taken place.

a. Initial Outcome (Learning):

Change in Awareness, Knowledge, Attitudes, Skills, Opinions, Aspirations, or Motivations

b. Intermediate Outcome (Action):

Change in Behavior, Practice, Decision-making, Policies, or Social Action

c. Long-term Outcome (Change of Condition): social, economic, environmental

Example: Of the ten students, none could read past a 1st grade level. After the 14 weeks, 80% can now read at a third grade reading level.

Informational Meeting

All interested applicants are invited to attend a voluntary informational meeting at 3:00 p.m. on Thursday, May 25, 2017. The meeting will be held at the Oklahoma City Community Foundation offices at 1000 N. Broadway Ave. Application and evaluation requirements will be reviewed. Please review guidelines prior to meeting for eligibility. It is highly encouraged that both development staff and program staff involved in proposed program or service attend the meeting. The online application will be available after May 25.

Grant Deadline and Notification

Deadline for submission of all grant application materials is by 5:00 p.m. on July 7, 2017. The grant application will be reviewed by a committee and recommended for approval to the Board of Trustees. Grantees will be notified of decision in late August. *The deadline to request an application is noon on June 30, 2017.*

Reporting

Grantees will be required to submit a mid-term evaluation report and a final report following the end of the funding period.

Questions & Clarifications

Please submit any questions or a need for clarification on any aspect of the application requirements to ifund@occf.org and note in subject line "Opportunities for Children iFund." Replies will be provided in a timely fashion during the work week (not including holidays) and posted at www.occf.org/ifund_faq. *The deadline to submit questions or request an application is noon on June 30, 2017.* Questions will not be answered after deadline.

For more information

We encourage you to contact us with any ideas that you might have for this grant program by emailing Erika Warren, Grants and Programs Manager, at e.warren@occf.org.