

Hospice Foundation of Oklahoma at OCCF
2024 Grant Application Guidelines and Information

Deadlines

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| Tuesday, March 12, 2024 | Interested Applicants may begin Letters of Intent |
| Wednesday, March 27, 2024 | Grant Information Virtual Meeting (3:00 p.m.) |
| Friday, May 17, 2024 | Deadline for Letters of Intent |
| Friday, May 24, 2024 | Grant Application Deadline |
| End of June 2024 | Notification of funding decision |

All deadlines are by 5:00 p.m. of the date listed. No exceptions.

The Hospice Foundation of Oklahoma at OCCF grant opportunity is designed to improve end-of-life care and build awareness of hospice and palliative care options throughout Oklahoma.

Program Categories include:

- **Education:** Programs to educate and train *health care professionals* about hospice, palliative care, and other end-of-life issues.
- **Awareness:** Programs to raise awareness among *patients, families, and the public* about hospice, palliative care, advance directives, and other legal and social service issues and their rights under each.
- **Social Model Hospice:** Programs to develop or expand social model hospice facilities and services that fall outside the scope of medical hospice care. Social model hospice includes a dedicated home, round-the-clock, individualized end-of-life care, a care option when dying at home becomes unmanageable, collaboration with medical hospice services, and community volunteer involvement. In addition to funding for programs and services, funding in this category may include purchasing, remodeling, or furnishing facilities or purchasing of equipment, as well as general operating or administrative costs.

Eligible Organizations:

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

Available Funding and Service Areas:

- **Grants for education and/or awareness** may be awarded in the range of \$5,000 - \$25,000. This funding may apply to programs delivered anywhere within the state of Oklahoma.
- **Grants for social model hospice** facilities and services may be awarded in the range of \$10,000 up to \$100,000 over a period of up to two years. In this program category, a match of 50% will be required (e.g. Hospice Foundation of Oklahoma funding of \$50,000 would require a match of \$25,000). This funding is restricted to facilities and services within Oklahoma, Canadian, and Cleveland counties *at this time*.

Expenses not Funded:

- For-profit organizations
- Political action groups or lobbying organizations
- Programs sponsored by religious organizations that require participants to engage in religious practices
- Organizations that are not based in and operating in Oklahoma
- Grants to individuals
- Full-time faculty or staff related to education or awareness programs. *NOTE: Staff may be funded for social model hospice.*
- General operating and administrative costs for education or awareness programs. *NOTE: General operating and administrative costs may be funded for social model hospice.*
- Fund-raising events or capital campaigns

Step 1: Information Meeting

All interested applicants are strongly encouraged to attend a *virtual* informational meeting. The information meeting is an opportunity for potential applicants to learn about the Hospice Foundation of Oklahoma Affiliated Fund grant opportunity and to ask questions. This meeting is optional but *strongly* encouraged. Register for the virtual meeting [here](#).

Application Process

Step 2: Letters of Interest will be accepted through OCCF's online system. Click [here](#) to submit, or use the access code HOSPICE24.

The letter of intent will include the following:

- Applicant name, organization name, and contact information, including mailing address, physical address, and website.
- Executive Director or President's name, Federal Tax ID number, the type of organization, confirmation of the organization's financial history, and IRS determination letter.
- Estimated amount to be requested.
- Location where the project will take place.
- Brief description of the project activities for which funding will be requested.
- Brief description of the population of focus for the request and how the population was selected.
- Brief description of the timing of the project.

Step 3: If approved to apply, the applicant will receive an email with a link to access the online application. The application will require a description of the specific project and services for which funding support is requested, as well as the project goals, the anticipated number of people to be served, financial information, and information on the organization's capacity to carry out the project. In addition, a project budget, budget narrative, and impact information will also be required. Individuals completing an application must be staff members or members of the governing board and may not be contracted grant writers.

At the discretion of the Hospice Foundation of Oklahoma grant review committee, an in-person presentation may be required of organizations applying for funding for a social model hospice grant.

Grant Review and Notification

The grant application will be reviewed and approved by the Hospice Foundation of Oklahoma committee. Applicants will be notified of a decision following the trustee meeting.

Proposals will be evaluated on the basis of:

- The organization's experience and capacity to carry out the program
- Reasonableness of the plan for carrying out the program
- Demonstrated collaboration with related organizations and the population(s) of focus
- Appropriateness of the budget
- Demonstration of funding from sources other than the Hospice Foundation of Oklahoma
- Appropriateness of the plan for evaluation of the impact of the program

Reporting

Awarded grantees will be required to participate in a mid-term check-in with the Hospice Foundation of Oklahoma Program Manager and submit a final report with evaluation results via the online platform.

Questions & Clarifications

Potential applicants are welcome to address questions or concerns by emailing hospice@occf.org with the subject line "Hospice Grant Opportunity." Replies will be provided in a timely manner during the work week (excluding holidays). Questions will not be answered after the deadline. To ensure a fair process, Hospice Foundation of Oklahoma Affiliated Fund staff and committee members will not hold meetings with potential applicants.