Community Programs of the Oklahoma City Community Foundation

Oklahoma City

Community Foundation

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Introduction to Community Programs

The Oklahoma City Community Foundation is a non-profit public charity that works with donors and non-profit organizations to attract and manage endowment funds for the benefit of Oklahoma City.

As part of its mission, the Community Foundation promotes community programs that address specific opportunities and issues within Oklahoma City and provides support for organizations interested and able to address these issues in effective ways.

A basic goal of each community program is to develop effective solutions to improve the community — not simply to distribute funds. The staff of the Community Foundation takes a proactive approach to assisting organizations in developing programs that meet the needs of the community.

The Community Foundation operates the Designated Endowment Fund program to help non-profit organizations develop endowment funds that generate basic annual operating budget support. More than 200 organizations participate in the Designated Endowment Fund program. Distributions from agency endowment funds, including some Affiliated Funds which also provide operating support, exceed $3 million annually.

For this reason, the community programs are targeted toward a range of needs and opportunities outside of the general operating needs of local organizations. Community program grants are made to specific programs identified in written proposals according to the guidelines outlined below. Community Foundation staff are happy to work with any organization interested in developing a proposal for any of the community programs.

Community program grants are made to non-profit public charities or entities of state or local government which primarily serve the needs of residents of the Oklahoma City metropolitan area. Guidelines for each program may further refine this eligibility. No grants are made to individuals.

The most important criteria for evaluating requests will be the needs of the community and the capacity of the organization to meet those needs. Grants are made for specific purposes and time periods, and organizations will be asked to agree to a Letter of Understanding outlining the expectations regarding the use of funds.

Evaluations of the use of funds and effectiveness of the programs are an integral part of the process.

General Format for Proposals

Each community program has a two-part proposal application. Part I requests general information about the organization, a summary of the project and supporting institutional documents. Part I is the same for all community programs and must be submitted on the form provided. Part II is customized for each program.

Guidelines contained in Part II for each community program outline the specific goals to be addressed and criteria for the programs to be funded. Addressing the requested information points in a very clear and organized way ensures that the proposal gets the best possible reception.

Budget information specific to the proposal is an important part of the application. This should be given careful consideration. Part II for each community program provides a form or outlines specific budget items that should be provided.

Supporting letters from individuals or organizations not specifically requested by Part II are not encouraged.

Part I and Part II of the community program application, including all supporting information, should be delivered or mailed to the Community Foundation office by the deadlines listed for each program. No faxed proposals are accepted.

Please provide the number of copies indicated for each part of the proposal. Only one copy is necessary of difficult-to-copy items such as pictures and large plans. Only one copy is necessary of any attachments to Part I. Elaborate binding is not necessary. Typed, well-organized information is most important.

All community program guidelines encourage contact with Community Foundation staff to discuss proposals *before* the request is written or submitted. This contact can be extremely helpful and provides an opportunity to exchange information about both the program's goals and the proposal's unique features. Most successful proposals involve information exchange with Community Foundation staff before the proposal is finalized. Please feel free to contact us about your ideas at 405/235-5603.

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Summary of Community Programs for 1997-98

The following descriptions briefly outline the current community programs of the Oklahoma City Community Foundation. Please contact the Community Foundation staff for more information.

Fund for Oklahoma City. This program emphasizes the development of programs that involve collaborations among non-profit organizations, address a community need in a strategic way and improve the overall infrastructure for service providers. Its goal is to help build the capacity of the community to meet the changing needs of its people. There are no specific areas of interest, but the proposal must involve multiple organizations in a true collaboration with all partners contributing to the effort. Proposals involve a two-stage process. Review of the proposals is conducted by the Grants Review Committee of the Community Foundation's Board of Trustees. Deadlines for the initial stage are November 15, 1997 • February 15, 1998 • August 15, 1998 • and November 15, 1998.

Margaret Annis Boys Trust. This program provides support and encouragement for landscaping and beautification projects in parks, medians and other public lands in the Oklahoma City area. It emphasizes strong partnerships with interested groups that must provide some matching resources and long-term maintenance for the projects. Funds are primarily used for purchase and installation of plant materials according to a landscaping plan. Non-profit organizations, neighborhood associations and other groups with a vested interest in the beautification of a particular area are eligible. A specially appointed advisory committee reviews proposals. Deadlines for the Boys Trust proposals are October 15, 1997 • January 15, 1998 • April 15, 1998 • and October 15, 1998.

Community Gardening. This two-year initiative was developed by the Trustees of the Community Foundation to encourage neighborhoods to develop skills to deal with local issues and to encourage positive interaction among those who live in a common vicinity. The specific projects to be developed are gardens that will beautify neighborhoods while providing produce, flowers or other foliage for the enjoyment of the participants. Non-profit organizations, neighborhood associations, churches and other community groups are eligible. An available plot of land to be used for the community garden and the commitment of a group of participating individuals must be provided. The proposals are reviewed by the Boys Trust Advisory Committee. Deadlines are October 15, 1997 • January 15, 1998 • April 15, 1998 • and October 15, 1998.

After School Options. This program was developed with the Kirkpatrick Foundation and the Kirkpatrick Family Fund to address the needs of children for positive, value-based programs during the non-school hours. Emphasis is on the development of after-school and summer activities for children ages six to 13. Activities can be sponsored by churches, non-profit organizations or other community groups and should be open to any child in the defined service area. Programs that occur regularly during the school year or the summer and have the potential to be sustained into the future are preferred. Most programs will require significant volunteer commitment. Deadlines are October 15, 1997 • April 15, 1998 • July 15, 1998 • and October 15, 1998.

Agency Capacity Building Program. This two-year program was initiated by the Trustees of the Community Foundation to assist non-profit organizations in building programming and administrative capacity to fulfill their missions. Organizations must have Designated Funds at the Community Foundation to apply for this program. The request must be directly related to some element in the organization's long range plan. If the organization does not have a long range plan, the request may be for assistance in developing a plan. A specially appointed advisory committee reviews the proposals. Deadlines are October 15, 1997 • January 15, 1998 • April 15, 1998 • July 15, 1998 • and October 15, 1998.
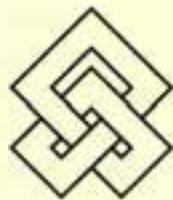
Kirkpatrick Family Fund. This fund is an Affiliated Fund administered by the Community Foundation and provides grants for non-profit organizations qualified as public charities, public and private educational institutions, and mission-related programs sponsored by religious organizations located in central Oklahoma. The fund's primary fields of interest are arts and culture, education, youth activities, social services, neighborhoods and beautification. Matching grants for Designated Endowment Funds at the Community Foundation are also supported. The Kirkpatrick Family Fund Trustees review and approve grants. Deadlines are November 15, 1997 • February 15, 1998 • May 15, 1998 • August 15, 1998 • and November 15, 1998.

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The Community Programs Application Packet has several parts: The Introduction to Community Programs (this piece); Part I: Application Form and Project Abstract; and Part II: Detailed Application Instructions which are individualized with information specific to each of the community programs. If you would like a copy of any portion of the Community Programs Application Packet, please contact the Community Foundation. In addition, some programs, such as the Margaret Annis Boys Trust and the Community Gardening Program, have additional resource information sheets that are available by contacting Dale Levy at the Community Foundation, 405/235-5603.

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