

## IMPACT OKLAHOMA GRANT GUIDELINES

**Please Read Carefully**  
**You must comply with current guidelines and forms**

There will be **No Exceptions** to the following requirements:

- **No E-mail submissions will be accepted.**
- **Proposals that are mailed must be received, not postmarked by the deadline.**
- **No hand delivered proposals will be accepted after 5:00 p.m. April 15, 2009**
- **Arvest Bank is the only location for hand delivered proposals.**
- **No Impact Oklahoma member or board member may accept hand delivered proposals**
- **Only 2 options for submission of Grant Proposals**

**Mail to the P.O. Box**

**Hand deliver to Arvest Bank**

**Mail to:**

**OR**

**Deliver to:**

**Impact OK Grant Director  
P.O. Box 21706  
Oklahoma City, OK 73154**

**Arvest Bank  
210 Park Ave., Suite 200  
Oklahoma City, OK**

**PLEASE READ ALL GUIDELINES VERY CAREFULLY.  
FAILURE TO DO SO MAY CAUSE DISQUALIFICATION.**

**Overview:** Impact Oklahoma is a community of women that seeks to transform lives in the Central Oklahoma area through high-impact and life-long giving. Members combine \$1,000 annual donations to fund large grants, which are awarded to local charitable organizations at the annual meeting of each year. When we reach our goal of 500 members, we will award \$100,000 grants in each of the following five focus areas: culture, environment, education, health and wellness, and family. One hundred percent of the money contributed by the members goes to fund the grants. All operational funds used by Impact Oklahoma are raised from other sources. Impact Oklahoma's funding cycle runs from November 1 through October 31 of the next year. In each funding year, funds are collected through May. Proposals are solicited and evaluated from April through July, and grants are awarded at the Annual Meeting. The exact amount of funds available for award in any given funding year will be subject to the number of members and announced after May 31.

### **Eligibility:**

In order to be eligible for an Impact Oklahoma grant, an organization must be classified as a 501 (c) (3) nonprofit organization.

In addition, the organization's proposal must:

- Outline a project or program that targets a *specific population* for a *specific duration* and with *specific measurable goals* to be achieved;
- Provide services in at least one of the following Oklahoma counties: Canadian, Cleveland, Logan, and Oklahoma
- Request \$100,000 and use the full amount of Impact Oklahoma's available grant; and
- Plan to expend the grant funds within 24 months.

### **Types of Programs Not Considered:**

Impact Oklahoma will not award grants for the following:

- General operating expenses
- Debt reduction
- Endowments or memorials
- Bridge funding or interim financing
- Operational deficits
- Partisan, political lobbying or legislative activities
- General fund drives or annual appeals
- Fraternal, sectarian and religious organizations where the grant is intended for the principal benefit of the organization's own members or adherents, or where the grant is intended for inherently religious activities
- Private foundations
- Legal expenses incurred in any action by or against the organization
- General construction or renovation (unrelated to a specific proposed project or program)
- General capital campaigns (unrelated to a specific proposed project or program)
- Fundraising activities or events
- Advertising
- Sports teams or any sports-related activity or competition
- Grant giving organizations or scholarships
- Projects that are in progress or completed
- Small part of a multi-million dollar project

Impact Oklahoma grant guidelines continue to evolve, and Impact Oklahoma reserves the right to change its criteria without prior notice at any time.

**Other Restrictions:**

- An organization and its subsidiaries may submit only one application each year.
- An organization that has received a grant from Impact Oklahoma may not reapply for three years.

**Focus Areas:** Impact Oklahoma will accept Grant Applications in the following focus areas:

**Culture:** This focus area includes charitable programs that cultivate, develop, educate and improve the cultural climate in the aforementioned four county area.

**Environment:** This focus area includes charitable programs that seek to

- (1) Improve, enhance or restore the surroundings in the aforementioned four county area;
- (2) Encourage research, public awareness and education relating to the environment; and/or
- (3) Promote conservation of our natural resources.

**Education:** This focus area includes charitable programs that further the ability to educate and improve education in the aforementioned four county area.

**Health and Wellness:** This focus area includes charitable programs that positively impact the mental and/or physical health and wellness of the people in the aforementioned four county area.

**Family:** This focus area includes charitable programs that strengthen and enhance the lives of children and families in the aforementioned four county area.

Each grant applicant must select only one focus area under which it wishes to be considered. After receiving the completed grant proposal, Impact Oklahoma reserves the right to discuss with the organization the area of focus to determine that the most accurate fit is achieved.

**Review Process:** Impact Oklahoma has a three-part Grant Application process:

**1. Letter of Inquiry: February 18, 2009.** Each applicant must submit a Letter of Inquiry utilizing the guidelines provided by Impact Oklahoma. The Letter of Inquiry



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must be received, not postmarked by the deadline and no late entries will be considered. Impact Oklahoma will not accept applications by fax or e-mail. Impact Oklahoma Committee members will review all of the submitted letters of Inquiry and, on or before March 2, 2009, will invite qualifying organizations to complete a Grant Application.

## **2. Grant Application Deadline:**

**Hand delivered: 5:00 p.m. on April 15, 2009**

**Mailed: Received – not postmarked- on or before April 15, 2009**

Each organization invited by Impact Oklahoma to complete an application will be sent a Grant Application Form which must be completed and returned to Impact OK. Grant applications may be submitted by mail to Impact Oklahoma, P.O. Box **21706**, Oklahoma City, OK 73156 or delivered to Arvest Bank, 210 Park Ave., 2nd Floor, Oklahoma City, OK. **The application must be postmarked on or before the deadline and no late entries will be considered. IMPACT OKLAHOMA WILL NOT ACCEPT APPLICATIONS BY FAX OR EMAIL.** Hand delivered applications will be acknowledged by a receipt. Mailed applications will receive e-mail acknowledgement of receipt of your application within one week.

## **3. Grant Application Review: April 15 – August 1, 2009**

Impact Oklahoma members will be part of the five Focus Area Committees that read and review all the Grant applications received by the deadline. Every Committee will evaluate how well the Grant Application fits with spirit of the Impact Oklahoma mission. The five Focus Area Committees will select three semi-finalists in each area and will then select the nonprofit sites. Finalists in each focus area will be selected and notified.

**4. Presentation to Membership: September 24, 2009** Information about each finalist will be mailed to all of the Impact Oklahoma members. At the Annual Meeting, a representative from each of the five finalists will be invited to make a short presentation about their proposal to all of the members present. Impact Oklahoma members will then vote on the finalists, with each member casting one vote and the majority deciding the grant recipients. The votes are counted by the KPMG Accounting firm and the results of the votes are final.

Impact Oklahoma reserves the right to reject a Letter of Inquiry or a Grant Application for any reason, including if it is late or incomplete in any way. Copies of the Letter of Inquiry Form and Grant Application can be found on our website at [www.impactoklahoma.org](http://www.impactoklahoma.org). See each document for more detailed instructions. **PLEASE**



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**NOTE THAT THE GUIDELINES AND APPLICATION WERE UPDATED FOR 2008. CURRENT FORMS MUST BE USED. NO EXCEPTIONS.**

**Terms of Grant:** Prior to receiving the grant money, the grant recipient must complete Impact Oklahoma's Terms of Grant form. A sample of the Terms of Grant can be found on our website at [www.impactoklahoma.org](http://www.impactoklahoma.org).

**Evaluations:** Impact Oklahoma requires that the grant recipient submit periodic progress reports. Impact Oklahoma emphasizes the use of evaluation to measure program progress and outcomes, promote learning from experience, improve program performance and encourage our grantees to build effective selfevaluation plans into their projects.

**Correspondence:** All written correspondence should be sent to: Impact Oklahoma, Grant Administrator, Impact Oklahoma, P.O. Box **21706** Oklahoma City, OK 73156.

Questions regarding the application process may be sent to [grants@impactok.org](mailto:grants@impactok.org).

**All forms are available on-line at [www.impactok.org](http://www.impactok.org).**