



Grant Proposal Frequently Asked Questions

Important Deadlines:

Grant proposals must be received at the Foundation office no later than noon on the deadline date:

Grant proposals due: September 9th

Final decisions will be notified by mid-November.

Please mail or hand-deliver (1) copy of the proposal with attachments to the Foundation and one (1) digital copy with attachments emailed to carrie@cherokeestripcf.com.

- Grant Application Form (provided)
- List of Board of Directors
- Proposal Narrative (see details on this page)
- Organizational Budget
- Detailed Project Budget
- One Copy of the Most Recent 990
- Copy of current Secretary of State Charity Registration
- One Copy of the Financial Statement (audited, if 990 shows greater than \$500,000 in gross receipts)

Proposal Narrative:

The proposal narrative is the most important part of your grant proposal. In two to three pages, please address the following:

- A brief history of your organization;
- List and brief description of programs;
- Specific population served with specific number of people affected in Northwest Oklahoma;
- Purpose of the grant, including what needs it will address and outcomes expected;
- Your organization's qualifications to address the need;
- A timetable for the proposed project/program;
- Specific plans for evaluations and how outcomes will be determined;
- Plans for continuation of the project or program including projected funding options.