



2017 GRANT CYCLE

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| ○ Wednesday, March 8 | Request for Proposals (RFPs) available online |
| ○ Monday, April 10 | Applications due in PFF office by 4:00 P.M. |
| ○ Thursday, April 13 | Applications sent to Grants Committee |
| ○ Wednesday, May 3 | Responses due from Grants Committee |
| ○ Wednesday, May 10 | Final Grants Committee meeting for funding recommendations |
| ○ Wednesday, May 17 | PFF board meeting |
| ○ Thursday, May 18 | Applicants notified |

2017 grants will support building the 25 by 25 initiative and focus on:

- 1. Home Based Parent Education & Support,*
- 2. Accessible High Quality Child Care,*
- 3. Preventative Health Care in Early Childhood,*
- 4. Literacy – Numeracy & Social/Emotional Development*

Note: All focus areas are for children ages 0-5yrs and their families

Grant Application Instructions

1. Instructions

To begin, download and complete the items from the Potts Family Foundation website under the “Grants” tab.

1. 2017 Grant Application (Word)
2. 2017 Project and Organization Budget (Excel)

Please limit the written portion of the proposal to no more than three pages, 11 point font, and single spaced.

Grant awards will be made contingent upon signing a grant agreement that is included in this application.



Potts Family Foundation

Grant Application

2. Timeline

Once completed please email all documents by the application deadline.

4:00 p.m., Thursday, April 6, 2017

Submit Application, via email with the subject line “2017 Grant Application:” and the name of your organization, to the following address

lturner@pottsfamilyfoundation.org

3. Evaluation

Grant applications will be evaluated on the following:

1. Address how the proposal will positively impacts one or more of our 25 by 25 focus areas:
 - Supporting and expanding home-visitation programs with a proven track record of success that will focus on two generations, children and their parents, empowering both to lead productive and successful lives.
 - Providing public-private financial support for working families seeking but unable to find affordable high-quality child care services.
 - Focusing greater efforts on the building of vocabulary, literacy, mathematics, emotional and social skills in the pre-kindergarten years.
 - Ensuring affordable access to brain (mental) and physical health care for all children.
2. Whether the proposal presents:
 - A well written, clear and concise plan
 - An innovative approach, or effective solution
 - Collaboration with other partners
 - Identifiable and measurable outcomes
 - Potential for replication and expansion
 - A sustainable financial budget
 - Completeness of the submission check list (#4 Submission Checklist)

4. Submission Checklist

The completed application should include all of the following items:

1. Grant Application (Word)



Potts Family Foundation

Grant Application

- Organization Overview
 - Proposal
2. Project and Organization Budget (Excel) – send as attachment
 3. 501(c)(3) IRS Determination number*
 4. Current Financial Statements (Word/Excel) – send as attachment
 5. Form 990 (most recent) – send as attachment
 6. Grantee Evaluation Form (*should be received prior to your grant application*)

5. Grant Making Criteria

Type of Grants to be Considered

- Size range for grants \$5,000 - \$15,000
- Back-to-back grants
- Ones used for Project Support, Advocacy, or Research

Grant Recipient Requirements

- 501(c)(3)
- Service and/or focus in Oklahoma
- Note: Grant Recipients are strongly encouraged to utilize the services of The Oklahoma Center for Nonprofits (OCN) by way of membership and by participating in their Standards for Excellence training

PFF's Priorities

- Families with children birth to five
- Addresses 25 by 25 focus areas (as listed in #3 Evaluation's first bullet)
- Management and Governance – provide training and consulting support for non-profits

PFF Seeks Proposals that include some of the following

- Addresses and will positively impact one or more of our 25 by 25 focus areas (home based education and support, accessible high quality childcare, preventive healthcare in early childhood, and literacy / numeracy and social emotional development)
- Break the cycle of generational poverty and dysfunction
- Create awareness, advocacy and activism on behalf of our youngest citizens
- Offer the most impact per contribution dollar
- Build potential of people and organizations
- Impact present and future needs of target population
- Have potential for sustainability or impact of project beyond grant period
- Enhances the cognitive and socio-emotional development of children, ages birth-5
- Collaborate with other service providers to optimize outcome
- Have projects that can be replicated and expanded



Potts Family Foundation

Grant Application

- Address and focus on root causes rather than symptoms
- Involve parents, families, community leaders, OKCEOs and legislators

PFF Will Not Consider Proposals For

- Individuals
- Partisan political purposes
- Religious purposes
- Endowments
- Debt or deficit reduction
- Activities or expenses incurred prior to grant date
- Capital campaigns

Organization Overview

Please complete this Section, and the Proposal section below.

Organization Name	
Address	
City, State, ZIP	
Phone (main)	
Website	
President or Executive Director	
Contact Person and Title (if different from above)	
Contact Phone	
Contact Email	



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Grant Application

501(c)(3) (Yes or No)	
Tax ID 501(c)(3) Tax #	
Year Established	
Total Organization Budget	
Fiscal Year (Month/Day):	
Names and Total Number of Board Members	
% of Board Members Making Annual Contribution	
Organization's Mission Statement	
Brief Description of Organization (including services provided)	



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Grant Application

Population(s) Served (ages, race/ethnicity, socio-economic, etc.)	
Main Source(s) of Organizational Support	
Organization's objectives for the next 3-5 Years	
Member of the Oklahoma Center for Nonprofits? (Yes or No)	
Completed the Oklahoma Center for Nonprofits Standards for Excellence Training? If yes, Board Member and/or Staff? (Yes or No)	



Proposal

Please complete this section for your proposal. Please limit this section to three pages.

Project Title:

Total Project Budget	
Requested Amount	
% of Total Project Budget	
Grant used for (program, advocacy, research)	
Grant Period (months)	

1. Project Need

Provide a thorough explanation of the problem or need in your community. We encourage use of statistics where they have relevance to your project.



Potts Family Foundation

Grant Application

2. **Solution**

Explain how the project will solve or alleviate the problem. This portion should provide a clear picture of what you hope to accomplish with this grant.

3. **(A) Evaluation**

Summarize how the project relates to or helps fulfill your mission. This section of the application should clearly tie the project back to your mission statement and your organization's strategic goals. Include target communities served by this project.



Potts Family Foundation

Grant Application

(B) 25 by 25 Focus Areas

What focus area(s) does your project support? Describe how it supports these areas.

4. Qualifications

Avoid listing all the staff and their academic degrees. Instead, tell us what makes your organization qualified to tackle this issue. This could be based on previous successes, collaboration with other nonprofits, strategic goals based on board priorities, etc.



Potts Family Foundation

Grant Application

5. Outcomes

How do you define success? How do you know when you achieve success? How do you know you are on track? The terminology used most often around this question is outcomes. We are simply asking for you to tell us what behaviors you are hoping to change and how you plan to track it. If you're asking for a piece of equipment, this is where you will tell us how it will help you with effectiveness and efficiency.

6. Time Frame

Provide a start date and major milestones you expect along with an end date.



Potts Family Foundation

Grant Application

7. Replication

Can this project be replicated and expanded? Please describe.

8. Future Needs

Share a description of how ongoing or future needs will be funded after the grant ends.



Grant Agreement

Grantee: _____

Project: _____

Conditions: By signing this document and/or any check/payment you may receive as a grant, you agree to the conditions below:

1. This grant is for the specific purposes set forth herein, and monies received by the grantee pursuant hereto may be expended for no other purpose without the advance express, approval of the Potts Family Foundation (PFF).
2. Grantee specifically agrees that no part of the funds received from this grant will be used to carry on propaganda, to influence the outcome of any specific public election, or to carry on directly or indirectly, any voter registration drive.
3. Grantee agrees to immediately notify PFF, in writing if: a) Grantee's federal tax status is revoked or altered; b) Grantee has reasonable grounds to believe that its tax exempt may be revoked or altered, or c) Grantee has reason to believe that the grant monies cannot be or continue to be expended for the specified purposes, or d) Grantee receives any communication from the IRS asserting liability for excise tax relating to its operations.
4. In the event that Grantee's tax status is altered, PFF may, at its sole discretion, consider this grant null and void and, in that event, all unexpended funds will be immediately returned to PFF.
5. Grantee understands that PFF considers each request on an individual basis, and that this grant is not to be construed as establishing a precedent for further support of Grantee for this or any other purpose.
6. Grantee agrees to provide available pictures or short videos of project activities. These will be featured along with "Success" stories on grantors website. Grantor may request site visits



Potts Family Foundation

Grant Application

7. Grantee agrees to submit a summary report to PFF outlining briefly how these grant funds were used and what goals they helped to accomplish. A Final Report should include a financial report for the project.

9. Grantee will cooperate with PFF in supplying additional information or in complying with any procedures which might be required by any governmental agency in order for PFF to establish the fact that it has observed all requirements of the law or regulations with respect to this grant.

10. This grant is conditional upon Grantee's acceptance of the terms and conditions set forth herein and in the accompanying letter of notification of award. The signature on this document of the person authorized to make legal contracts for Grantee will represent Grantee's acceptance of this award and agreement to comply with all of the terms and conditions stated in such letter and herein.

We are in full compliance with the above conditions and note the following exceptions, if any:

Grant Agreement Signatures

Name of Organization _____

Signature of Chief Executive Officer or Executive Director (typed name denotes electronic signature) _____

Signature Chairman of Board (typed name denotes electronic signature)

Date _____

Please retain a copy of this document for your files and email your completed electronic application to:

Linda Turner: lturner@pottsfamilyfoundation.org