



Grant Proposal Information

Important Deadlines:

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

For current year consideration intent must be received by August 1.

Grant proposals due: September 15

Please mail or hand-deliver (8) copies of the proposal to the Foundation. (Faxed proposals will not be accepted).

Applicant Checklist:

- ☐ Cover Letter
- ☐ Grant Proposal Cover sheet
- ☐ Proposal Narrative
- ☐ Organizational Budget
- ☐ Project Budget
- ☐ One Copy of the Most Recent 990
- ☐ One Copy of the Financial Statement (audited, if available)
- ☐ A copy of the IRS 501(c)(3) Tax Determination Letter
- ☐ List of Board of Directors

Proposal Narrative:

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

- A brief history of your organization;
- The needs being addressed;
- A description of the proposed program's or project's purpose, including how it will address the needs identified; and the specific population served with specific number of people affected;
- Your organization's qualifications to address the issue;
- Amount of funding requested;
- Total cost of the project;
- Contributions of all parties, if the project is a collaborative one;
- A timetable for the proposed project/program;
- Specific plans for evaluations and how outcomes are determined that are expected;
- Plans for continuation of the project or program including projected funding options.

Cherokee Strip Community Foundation | 324 North Van Buren | Enid, OK 73703
P.O. Box 263 | Enid, OK 73702
580.234.3988 Fax 580.234.3311
mary@cherokeestripcf.com