

Purpose

- Grants are to be used to assist programs with literacy events or projects, provide continuing education, or to purchase new equipment or literacy materials.

Applicant Eligibility

- The applicant must be a current organizational member of the Oklahoma Literacy Coalition. (OLC Organizational Membership dues are \$40, and may be sent to: 5830 NW Expressway #196, OKC, OK 73132. Dues must be received by application deadline, April 30, 2016.)

Restrictions

- OLC grant funds may not be used for alcoholic beverages.
- All other OLC grant funds are unrestricted and may be used to benefit the program, learners, or tutors.

Grant Overview

- Applications for the TFCU Partnership Grant will be accepted March 30 thru April 30, 2016.
- Eligible programs may apply for up to \$1,500.
- A total of \$15,000.00 will be awarded for the calendar year.
- Awardees will be notified by May 15, 2016. Checks will be mailed 5-7 business days after notification.
- Grants will be awarded by contractual agreement. All funds must be encumbered by November 1, 2016.
- Any unused funds for the specified project must be returned to the Coalition 30 days following the completion of the funded project.

Program Elements

- Applications must include; organization history, project description, project benefits, timeline, and budget with explanation.
- Program must provide a brief project update by October 1, 2016.
- The final report will be due December 15, 2016. Please use the "Final Report" template on page 4.

Application Deadline

- Emailed applications must be received by **midnight, April 30, 2016**, or postmarked by April 30, 2016 if mailed.
- Applications must be emailed to the OLC Director at: info@okliteracycoalition.okpls.org with the subject line "**TFCU Grant Application**" or mailed to: **5830 NW Expressway #196, OKC, OK 73132**.
- Applications must be signed. Electronic signatures are acceptable.

2016 TFCU Grant Calendar

April 30	Applications due	Dec 1	Funds must be spent
May 15	Awardee Notification	Dec 15	Final report due
Oct 1	Project update due	Jan 15, 2017	Unused funds returned to OLC, and thank you letters received by sponsors
Nov 1	Funds must be encumbered		

Applicant Information

Organization: _____

Address: _____

City: _____ Zip Code: _____ Telephone: _____

Applicant's Name and Title: _____

Email Address: _____

Person Responsible for Project and Funds: _____

Email Address: _____

Grant Request

Project Name: _____

Amount Requested: _____

Project Information

The following information must be typed in 12 point font and consist of **no more than 5 pages** including budget. Any application exceeding the page limit or that does not include the following will automatically be refused.

1. **ORGANIZATION** Brief description and history of organization.
2. **PROJECT DESCRIPTION** Describe the project.
3. **PROJECT BENEFITS** How will the grant promote literacy in your community?
4. **PROJECT TIMELINE** Projected timeline. Please refer to the grant calendar on page 1.
5. **BUDGET (no more than 2 pages)** Include a detailed budget and explanation of all grant expenses. Include presenter/performer fees, room and board, room rental, catering fees, publicity, awards materials, equipment and supplies, etc. If a community partner or your organization is a financial contributor, please provide that information also.



Grant Directives

1. Money will be awarded by May 15, 2016, and checks will be mailed within 5-7 business days.
2. The Grant money must be spent as specified in the application. If there are any financial changes in the proposal, you must contact the OLC Director before the funds are expended.
3. Grant recipients are required to credit the Oklahoma Literacy Coalition and Tinker Federal Credit Union in all printed programs, news releases, and all other publicity related to funded project.
4. Thank you letters to the following sponsors must be mailed within 30 days of the project completion:

Oklahoma Literacy Coalition	TFCU c/o Kacie Mach
5830 NW Expressway #196	PO Box 45750
Oklahoma City, OK 73132	Tinker AFB, OK 73145
5. A written report of the project, all receipts, and a check for any unused money will be mailed within 30 days of the project completion or by December 15, 2016.

Signatures:

I have read the above, understand, and agree to abide by these guidelines and directives.

Board President: _____ Date _____

Program Director: _____ Date _____

Checklist

- ___ 2016 Oklahoma Literacy Coalition Organizational Member
- ___ Completed Application (12 point font, with no more than 5 pages including the budget attachment)
- ___ Budget Attachments (include specifications, etc.)
- ___ Signed Understanding of Application and Directive (electronic signatures are acceptable)

Oklahoma Literacy Coalition Grant Review Committee

Date of Meeting: _____ We Recommend: ___ Project Approved
 ___ Project Approved with Stipulations
 ___ Project Not Approved

OLC President _____ Date _____

Organization: _____

Project Name: _____

Person Responsible for Project and Funds: _____

Amount Requested: _____

Amount Expended: _____

Final Report (2-3 pages)

Please include a copy of publicity and marketing materials and/or links (if applicable), or any other pertinent materials or information.

1. Project Description

Describe the project's successes and failures. Would you have done anything different?

2. Project Benefits

How did the project enhance your organization or literacy awareness in your community?

3. Budget

Provide a breakdown of grant expenses, including a copy of receipts (if applicable).

Final Reports must be emailed by midnight, December 15, 2016 to the OLC Director at:

info@okliteracycoalition.okpls.org with the subject line "TFCU Grant Final Report" or postmarked by December 15, 2016 and mailed to: **5830 NW Expressway #196, OKC, OK 73132.**



All grant applications have been reviewed by the OLC Director and meet the basic requirements, i.e. membership, page length, and deadline.

Guidelines:

- The OLC Education Team will review each grant application.
- If a grant application is from an Education Team member’s organization, the member will be excused from scoring. The OLC President will replace that member with another organizational member, so long as that member’s organization has not submitted a grant application.
- Each criterion has a set number of points, for a maximum total of 100 points.
- Scores from each individual score sheet will be transferred to a master score sheet and tallied by the OLC Director.
- The nominees with the highest number of points will be awarded up to \$1,500.
- The OLC Director will notify the awardees by May 15.

Scoring Criteria	Points	Score
1. ORGANIZATION Brief description and history of organization.	10pts	
2. DESCRIPTION Describe the project.	30pts	
3. BENEFITS How will the grant promote literacy in the community?	25pts	
4. TIMELINE Projected timeline.	10pts	
5. BUDGET Detailed budget and explanation of all grant processes.	25pts	
Score Total:		

Organization: _____

Project Name: _____

Requested Amount: _____