
Tahlequah Community Fund

GRANTS POLICY & GUIDELINES

The Tahlequah Community Fund (TCF) is a broadly-based community organization whose purpose is exclusively philanthropic and charitable and is established to help meet the present and future needs of the Tahlequah community.

To facilitate its growth and administration, TCF has been created as a permanent, component fund of the statewide community foundation known as Communities Foundation of Oklahoma. TCF governance is provided by a 7-member board of directors comprised of local individuals committed to Tahlequah and the quality of life in the area.

GRANTS OVERVIEW

Grants are the primary means by which TCF works to improve and enhance the Tahlequah community. Proceeds for grants come to TCF from restricted and unrestricted donations made by charitably-minded individuals and organizations. The TCF board of directors strive to maximize the positive impact of those donated funds through its annual competitive grants program. To fulfill its responsibilities effectively, TCF's grant-making practices will adhere to the following policy and guidelines.

Areas of Funding. TCF encourages grant applications that address any of a broad-array of community interests including arts, education, culture, health and wellness, community beautification and development, leadership, conservation, and human services. Projects focused on youth education and development will be given priority consideration.

Additional special consideration is given to projects and activities that:

- Are sustainable over time;
- Demonstrate innovation;
- Are responsive to emerging or changing community needs;
- Leverage other sources of support (i.e., funds or volunteers);
- Facilitate community collaboration, cooperation, and leadership;
- Improve the quality and/or scope of other charitable works in the community.

Eligibility. Entities eligible to receive grants from TCF are restricted to charitable organizations recognized as exempt under Section 501(c)(3) of the IRS Code, public schools, and governmental entities. In general, TCF **DOES NOT** make grants to or for:

- Individuals;
- Administrative or unrestricted operating expenses;
- Religious organizations in support of religious activities;
- Trainings;
- Political lobbying or legislative activities;
- Endowment funds;
- Membership dues;
- Fundraising activities or events;
- Organizations or projects with discriminatory employment or other practices.

Review. TCF reviews all grant proposals. Grant review may involve site visits or interviews with organizations that request or receive funding. Such follow-up is made for the purpose of obtaining additional information and should not be construed as favorable action on a funding request. TCF may require interviews with key staff identified in a grant proposal, collaborative partners, and other identified funding sources prior to making a decision on any grant request.

Applicant / Grantee Responsiveness. TCF will award grants only to organizations that have met all information requirements for applications, submission deadlines, and follow-up reporting for current and for previous grants made to the organization by TCF. A grantee's follow-up project report is due 4 months after the grant is awarded.

Subsequent to grant award and during project implementation, grantees shall make no significant change in the intended use of grant funds from that described in their approved grant proposal and project budget unless TCF is first notified and has subsequently approved such change(s). Non-compliance with this requirement may require the full return of the grant award to TCF and will otherwise disqualify the recipient from future grant considerations.

Application Process. TCF's annual grants are typically announced on or about June 15. Applications will not be accepted prior to the annual announcement. Announcement will be made using local news media and on TCF's online Facebook page (www.Facebook.com/Tahlequah-community-fund-1028416787235547). Following announcement, applications will be accepted per instructions provided by the announcement and for a period ending at 12:00 PM the last Friday of September. Grant recipients shall be notified on or about November 1, with awards to be distributed by mid-November. ***As instructed, all applications shall be submitted online through Communities Foundation of Oklahoma's website: www.cfok.org***.

Applicants are responsible for understanding TCF's Grant Policy and Guidelines and application submissions must fully comply with all instructions specified in the annual announcement's description of the grant application process.

Questions may be directed to TCF representatives: J.D. Carey (Ph: 918/456-6665) or Jodeen Worth (Ph: 918/822-7643).

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