

### **How to Apply**

Please click on "Apply Now" under the Community Investment Committee grant opportunity on the ProsperOK website. This link will take you directly to the application ready for your submission.

### **Application Checklist**

Please be sure to include the following attachments with your online request submission:

1. Proposal Narrative
2. 501(c)(3) Letter (Or That of Fiscal Sponsor, IF APPLICABLE)
3. Fiscal Sponsorship Agreement (IF APPLICABLE)

### **ORGANIZATION INFORMATION (REQUIRED)**

1. Organization Name
2. Employer Identification Number (EIN) [If submitting proposal via a Fiscal Sponsor, insert "NA" for not applicable and provide information under Fiscal Sponsor Information section.]
3. Legal Status of Organization e.g., 501(c) 3 [If submitting proposal via a Fiscal Sponsor, insert "NA" for not applicable and provide information under Fiscal Sponsor Information section.]
4. Address (Street, City, State, Zip Code)
5. Organization Primary Phone Number
6. Year Founded
7. Organization Mission Statement (800 Characters Limit)
8. Organization Description e.g., "Our organization has been serving human resources professionals for nearly thirty years. We are affiliated with the international society of human resources professionals. We are the largest chapter in our five-state region, with over 400 members. Members can participate in monthly virtual and in-person training and networking sessions and access resources from our online store. Our online store includes both free and low-cost resources." (1500 Characters Limit)
9. Number of Board Members (or Advisory Group if fiscally sponsored)
10. Number and Percentage of Board Members (or Advisory Group if fiscally sponsored) who Identify as Black, Indigenous, and people of color (BIPOC) #/%
11. Number and Percentage of Board Members (or Advisory Group if fiscally sponsored) who have been directly harmed by the criminal legal system #/%
12. Number of Full-Time Staff
13. Number of Part-Time Staff
14. Number and Percentage of Staff Leaders who Identify as Black, Indigenous, and people of color (BIPOC) #/%
15. Number and Percentage of Staff Leaders who have been directly harmed by the criminal legal system #/%
16. Geographic Areas Served Within Tulsa County e.g., primary zip codes of 51% or more of clients/constituents/consumers/customers (1500 Characters Limit)
17. Are there any significant or time sensitive opportunities related to your work e.g., election, ballot measure, litigation, state legislation, budget cycle, challenge, or matching grant? (1500 Characters Limit)
18. Do you anticipate any major changes to your organization's structure over the next year e.g., establishment of independent 501c3 status? (1500 Characters Limit)

### **ORGANIZATION CONTACT INFORMATION (REQUIRED)**

#### **Organization's Executive Officer**

1. Prefix

- 2. First Name
- 3. Last Name
- 4. Title (Director, Executive Director, President, CEO, etc.)
- 5. Personal Pronouns
- 6. Email
- 7. Phone Number

**Grant Preparer/Request Contact**

- 1. Prefix
- 2. First Name
- 3. Last Name
- 4. Title
- 5. Personal Pronouns
- 6. Email
- 7. Phone Number

**FISCAL SPONSOR INFORMATION (IF APPLICABLE)**

- 1. Fiscal Sponsor Organization Name
- 2. Fiscal Sponsor Employer Identification Number (EIN)
- 3. Fiscal Sponsor Mailing Address, City, State, Zip Code
- 4. Fiscal Sponsor Executive Officer (Include First Name, Last Name and Title)
- 5. Email of the Fiscal Sponsor Executive Officer
- 6. Phone number of the Fiscal Sponsor Executive Officer
- 7. Fiscal Sponsor Finance Contact (Include First Name, Last Name and Title)
- 8. Email of the Fiscal Sponsor Finance Contact
- 9. Phone number of the Fiscal Sponsor Finance Contact

**GRANT AMOUNT REQUESTED & GRANTEE REPORTING REQUIREMENTS (REQUIRED)**

Applicants **may** request up to **\$25,000** for general operating support.

- 1. Grant Amount Requested
- 2. If your organization receives a CIC grant, will you be able to expend or encumber the funds and provide proof of expenditure or encumbrance of the funds within 12 months of receipt of the funds? Yes/No
- 3. If your organization receives a CIC grant, will you be able to provide written information on how the grant funds helped or will help the organization serve and promote equity, economic opportunity, and racial justice for lower-income communities, communities of color and other marginalized groups harmed by the criminal legal system in Tulsa County within 12 months of receipt of the funds? Yes/No
- 4. If you receive your requested grant amount, what are some of your needs for general operating support? (1500 Characters Limit)

**FINANCIAL INFORMATION (REQUIRED)**

- 1. Organization Fiscal Year e.g., Calendar Year, July/June, October/September
- 2. Projected Total Revenue for current fiscal year
- 3. Projected Total Expense for current fiscal year
- 4. Current Net Assets

## **ATTACHMENTS (All Items Must Be Attached as PDFs)**

### **1. PROPOSAL NARRATIVE (REQUIRED ATTACHMENT)**

Must be a PDF document that, **in no more than 3 pages (12-point font and one-inch margins)**, addresses the following questions. Bullet points are encouraged for your responses.

All applicants must answer the following questions in their proposal narrative:

1. What is the specific problem(s) your organization is trying to solve? What is your strategy for solving the problem(s)?
2. What results have you achieved in the past one to three years, if applicable? What results are you working to achieve in the next year?
3. How does fulfilling your mission serve and promote equity, or economic opportunity, or racial justice for lower-income communities, communities of color and other marginalized groups harmed by the criminal legal system in Tulsa County?
4. How do you engage Black, Indigenous and people of color (BIPOC) in providing services and/or strengthening movements as part of fulfilling your mission?
5. How do you center racial equity principles in fulfilling your mission?

If applicable, applicants should answer the following questions in their proposal narrative:

1. Are you a grassroots organization working in areas of Tulsa County most harmed by the criminal legal system?
2. Is your organization using advocacy, organizing and civic engagement to promote equity, economic opportunity, and racial justice for folks living and working in areas of Tulsa County most harmed by the criminal legal system?
3. Are you collaborating with key partners and/or coalitions to fulfill your mission?

### **2. 501(c)(3) Letter (Or That of Fiscal Sponsor, IF APPLICABLE)**

Include a 501(c)(3) letter for your organization or for your fiscal sponsor's organization.

### **3. Fiscal Sponsorship Agreement (IF APPLICABLE)**

Copy of the memorandum of understanding or the contract between your organization and your fiscal sponsor.  
(Sample Available for Download)