



# Cover Sheet

## Applicant Information

Organization: \_\_\_\_\_  
 Program/Project: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Executive Director: \_\_\_\_\_ Program Dir/Mgr: \_\_\_\_\_  
 Application Contact & E-Mail: \_\_\_\_\_

## Project Information

Category or categories for which you request OBF grant funds:  
 Legal services  Other \_\_\_\_\_  
 Law related education (define) \_\_\_\_\_  
 Administration of justice  
**Total Request Amount:** \$ \_\_\_\_\_  
 Funds Requested for:  Specific Project  General Support  Other: \_\_\_\_\_ Tax ID#: \_\_\_\_\_ (required)

Your Geographic Area Served: \_\_\_\_\_

Brief summary of grant request (the main description of your request should be contained within the application body following this cover sheet):

## Applicant Agreement

\_\_\_\_\_ agrees to carry out the activities described in this application.

Date: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_



## Financial Information and Budget Sheet

Your Program Name: \_\_\_\_\_

	2015 Actual <i>(or last year)</i>	2016 Budgeted <i>(or current year)</i>	2017 Projected Budget <i>(or next year – request year)</i>
<b>Beginning Fund Balance</b>	\$ _____	\$ _____	\$ _____
<b>REVENUE</b> <i>(from all sources)</i>	XXXXXX	XXXXXX	XXXXXX
In-Kind Donations	_____	_____	_____
In-Kind Services	_____	_____	_____
<b>TOTAL REVENUE</b> <b>(Including In-Kind)</b>	\$ _____	\$ _____	\$ _____
<b>EXPENSES</b>	XXXXXX	XXXXXX	XXXXXX
Salaries <i>(please attach an itemized list)</i>	_____	_____	_____
Benefits/Payroll Taxes	_____	_____	_____
Office Space	_____	_____	_____
Telephone	_____	_____	_____
Supplies	_____	_____	_____
Postage	_____	_____	_____
Equipment:*	_____	_____	_____
Rent/Lease	_____	_____	_____
Maintenance/Repair	_____	_____	_____
Depreciation Expense**	_____	_____	_____
Printing and Photocopying	_____	_____	_____
Travel & Education	_____	_____	_____
Auditing	_____	_____	_____
Insurance	_____	_____	_____
Software/Internet Subscriptions:	_____	_____	_____
Other Program/Project Expenses:	XXXXXX	XXXXXX	XXXXXX
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTAL EXPENSES</b>	\$ _____	\$ _____	\$ _____
<b>Ending Fund Balance</b>	\$ _____	\$ _____	\$ _____
<b>Capital Purchases To Be Made***</b>			\$ _____

\* Equipment Expense does not include capital purchases, see bottom line.

\*\* Depreciation Expense should reflect the annual depreciation of equipment owned by the organization.

\*\*\* If you plan to use OBF funds for Capital Purchases, please describe & explain reason for purchase on separate sheet; attach 3 quotes.

▶ PLEASE ATTACH YOUR ORGANIZATION'S FINANCIAL STATEMENTS AND IRS FORM 990.



### **OBF Grant Application Final Checklist**

Prior to submitting your application, please review all submission instructions to ensure your application is complete. The following checklist is included for your convenience and you need not return it with your application.

#### **OBF Application Checklist:**

- Completed Cover Sheet
- Completed program proposal narrative, including:
  - ✓ Purpose of your organization
  - ✓ Program/Project Overview
  - ✓ Staffing Information
  - ✓ Community/Population served
  - ✓ Expected number and types of clients to be served
  - ✓ Community need for the program/project
  - ✓ Program evaluation plan
  - ✓ Information on board members
  - ✓ Impact if OBF funding is not received
  - ✓ Other information on political or lobbying activities
- Budget Narrative and Financial Information and Budget Sheet
- Audited financial report and financial statement
- IRS Form 990 or other tax report forms
- Current list of staff positions and salaries, including job descriptions for positions to be funded through the OBF request;
- Any other attachments and supplemental documents

 **Incomplete grant applications will be returned for timely completion or clarification.**

### **Grant Agreement**

A grant agreement, to be provided by OBF upon notification of the funding award, must be executed by the grantee and returned to the OBF before funds can be distributed.

### **Application Packets**

Grant applications, and supporting materials, become the property of the Oklahoma Bar Foundation. OBF may use any or all information provided in the application submission if the proposal is accepted.

***For further information, please contact the OBF at (405) 416-7070 or [foundation@okbar.org](mailto:foundation@okbar.org)***





## 2016 Oklahoma Bar Foundation Grant Application Forms

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**TOP 3 PROGRAM/PROJECT SUCCESSES:**

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**TOP 3 PROGRAM/PROJECT CHALLENGES :**

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**OUTCOME MEASUREMENTS ON PROGRAM PROJECT EVALUATION** (SECTION D ON GRANT APP INSTRUCTIONS) :

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**STATISTICAL INFORMATION AND CLIENT DEMOGRAPHIC BREAKDOWN:**

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**PRO BONO HIGHLIGHTS** *(Include number of volunteers & estimated hours worked.):*

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**PLEASE GIVE US INFORMATION REGARDING THE COST OF SERVICES YOU PROVIDE WITHIN THE PROGRAM/PROJECT WE FUND.** (EX: \$ \_\_\_\_ PROVIDES \_\_\_\_ SERVICES FOR 1 CHILD; \$ \_\_\_\_ PROVIDES \_\_\_\_ SERVICES FOR ONE MONTH.)



## 2016 Oklahoma Bar Foundation Grant Application Forms

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*If you would like, please attach any press releases, notices, clippings or other media.*



**One-Time Annual Grant Narrative Requirement:** Please provide no fewer than two (2) brief client success stories. OBF is interested in personal testimonials and stories that will provide information about your program and go beyond facts, figures and statistics. Two examples follow below.

### **David & Jordan – Oklahoma Lawyers for Children** *Example No. 1*

David and Jordan are brothers living very different lives than when they first came into DHS custody 3 years ago. The boys were 15 and 14 when removed from their parents for neglect. David, now an easy going 18 year old is far older than his age, "We knew we had to stick together when we got picked up. Our life wasn't the best, but it was our life and it's what we knew." The boys had lived in motels all of their lives, often missing school when their parents were "dope sick" and needed "help." David explained "help" meant he had to go score drugs for his parents and watch them shoot up. The boys arrived at the Shelter with their guard up and lots of attitude. A lot of that changed after they met their Oklahoma Lawyers for Children lawyer. Eventually, OLFC got them out of the Shelter, but not placed together. The street tough brothers would run off to meet each other and it was stressful for the foster families. When David aged out, he lived on the streets for a while, but stayed in touch with his OLFC lawyer. Eventually David figured out he didn't want to be like his dad, and his OLFC lawyer helped him get a job and his GED. Now David attends OCCC and has a future. Jordan is at Guthrie Job Corps working on his GED and learning to be a welder. David is quick to remind young Jordan not to waste time saying, "Dude! Stay in Job Corps, get your GED and a trade!" The boys credit their OLFC lawyer for sticking with them and seeing them as individuals with different needs. "Man we were on a bad road to nowhere!" says Jordan. "Our mom and dad, they weren't changin'...Our lawyer cared!" The boys now look forward to the future, a future where hope and color have been returned to the lives of neglected children thanks to grant funding provided by the Oklahoma Bar Foundation for OLFC pro bono programs.

### **Rose – Senior Law Resource Center** *Example No. 2*

Within months of her diagnosis, Rose received news that her cancer had spread. The doctors said it was terminal. Rose gradually began to lose her strength and her mind as the disease took over her body. Rose's thoughts raced -- How could she care for herself in this condition? Rose called her adult daughter, Karen, who immediately sold her home and personal possessions to move in to Rose's home and care for Rose. Soon Karen learned how difficult it was to care for a parent. No one would speak with her about Rose's care. They would not allow her to review Rose's medical bills, purchase insurance, or even speak with them about paying the debts Rose owed. At a loss for what to do, Rose and Karen contacted the attorneys at the Senior Law Resource Center. The Center provided advice and documents to Rose that allowed Karen to care for Rose and speak to others on her behalf. The Center also helped Rose repay Karen's generosity by helping with the legal documents needed for Rose to be able to leave her home to Karen after her death. Now, Karen does not encounter problems caring for Rose. Karen can focus on caring for and spending time with her mother in Rose's final days thanks in part to grant funding provided by the Oklahoma Bar Foundation for Senior Law Resource Center programs.