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: _____

Please include a brief summary of grant request and the number of people served by program/project each year:
(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: _____

For OBF Use - Do not write below this line

Application #_____ Date Received_____ Status_____ Amount_____

Please print and read the Grant Instructions file before completing the grant application process. Thank you.

Financial Information and Budget Sheet

Your Program Name: _____

	2015 Actual *(or last year)*	2017 Budgeted *(or current year)*	2017 Projected Budget *(or next year – request year)*
Beginning Fund Balance	$	$	$
REVENUE *(from all sources)*	XXXXX	XXXXX	XXXXX
In-Kind Donations			
In-Kind Services			
TOTAL REVENUE (Including In-Kind)	$	$	$
EXPENSES	XXXXX	XXXXX	XXXXX
Salaries *(please attach an itemized list)*			
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:	XXXXX	XXXXX	XXXXX
_____			
_____			
_____			
_____			
_____			
_____			
TOTAL EXPENSES	$	$	$
Ending Fund Balance	$	$	$
Capital Purchases To Be Made* **			$

* 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
- ❑ 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
- ❑ 2 copies of audited financial report and financial statement
- ❑ 2 copies of IRS Form 990 or other tax report forms
- ❑ 1 original grant application and 14 copies

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