

**POLICIES, GUIDELINES AND APPLICATION FORMS
FOR
THE RECONCILIATION GRANT PROGRAM
OF THE
CHRISTIAN CHURCH (DISCIPLES OF CHRIST) IN OKLAHOMA**

History and Mission

RECONCILIATION is a program of the Christian Church (Disciples of Christ) in the United States and Canada. Begun in 1967-68, this program provides funding for projects that seek to eliminate racism and poverty in North America.

Goal

The Goal of the Reconciliation Grant Program is to provide financial assistance and support to Christian Church (Disciples of Christ) in Oklahoma related initiatives that a) promote reconciliation or b) improve tolerance and cultural sensitivity.

Policies

1. The Oklahoma Reconciliation Task Force will receive and consider applications for and provide grants to approved projects in Oklahoma and will be responsible for determining the grant amounts and grant allocation payment schedules.
2. Reconciliation grants will not exceed \$5,000 per project.
3. Grant payments will be divided, with one-half paid upon approval of the grant request and one-half paid, if deemed appropriate by the Reconciliation Task Force, after review of mid-year evaluations to be provided by the grant recipient.
4. Grant requests must be submitted by mail from January 1 through April 30. Grant requests postmarked after April 30 will not be considered and will be returned. Grant requests must be submitted on the Oklahoma Reconciliation Grant Application Form. All required elements (see Instructions below) must accompany the application.
5. The Christian Church (Disciples of Christ) in the United States and Canada has a Reconciliation Grant program and makes grant allocations according to its defined policies. Information on this national grant program and grant application forms can be obtained at:

Reconciliation Office
PO Box 1986
Indianapolis, IN 46206-1986

6. Oklahoma Reconciliation grants will be awarded for a period not to exceed twelve months.
7. Grants will not be awarded for capital expenditures, such as buildings, fixtures, equipment or grounds; or loans for business ventures or to liquidate indebtedness.

8. Grants will not be awarded to projects which are wholly dependent on Reconciliation funding. Projects must demonstrate financial support from sources other than Reconciliation funding.
9. A written progress report is required at the mid-point of the grant period. Failure to submit a mid-point progress report will automatically cancel the remaining portion of the grant award and will eliminate the project from future funding consideration.
10. A final narrative and fiscal report is required on all funded projects. The fiscal report must account for expenditures (total grant award) over the entire project period and be signed by the organization's treasurer or fiscal officer. Failure to submit these final reports will eliminate the organization from future funding consideration.
11. Grant applications submitted by an organization having a member who is also a member of the Reconciliation Task Force will be reviewed without the presence of that member.

Instructions for Completing the Application

The formal application process has a number of required elements. In one mailing, please send the following documents:

- A letter signed by the board chair/moderator of a sponsoring Christian Church (Disciples of Christ) congregation which affirms the church board's support for a Reconciliation Fund grant application. A copy of the minutes recording the board's action must accompany the letter.
- A fully completed Oklahoma Reconciliation Grant Application (see page #3).
- Project Narrative (see page #4).
- Project Budget – to include itemized project costs and identified sources of project income (see page #5).
- The parent organization's financial statement for the most recent fiscal year (not required if project's first year).
- A copy of the organization's tax-exempt letter from the IRS if not covered under a church tax-exemption (attachment).



DEADLINE FOR RECEIPT OF APPLICATIONS IS APRIL 30.

OKLAHOMA RECONCILIATION GRANT APPLICATION

(To receive this application in a file that you can use on your computer contact: chattendorf@okdisciples.org or 1-888-528-6551.)

Mail to: Reconciliation Task Force
Christian Church (Disciples of Christ) in
Oklahoma
301 NW 36th Street
Oklahoma City, Ok. 73118

For Office Use Only
Date Received _____ Amount Requested _____
Guideline Compliance ___ Yes ___ No
Date Reviewed by Reconciliation Task Force _____
Application ___ Approved ___ Denied
Amount Funded _____

GRANT PURPOSE: Applications will be accepted only for Christian Church (Disciples of Christ) in Oklahoma related projects/programs that focus on promoting reconciliation or b) improving tolerance and cultural sensitivity.

Name of Project _____

Amount Requested _____ Amount of Total Project Budget _____ For What Fiscal Period _____

Name of Requesting Group _____

Address _____

City _____ State _____ Zip Code _____

Telephone (____) _____ Fax (____) _____ E-Mail _____

IRS Tax Exemption: Church ___ Yes ___ No
If other than a Church, List Agency Tax I.D. Number _____
A copy of your IRS Exemption Letter MUST be attached to your application to verify the exemption. If not attached, the proposal will be returned without review.

Signature of Authorized Contact Person _____

Title _____ Telephone (____) _____

PROJECT NARRATIVE

PLEASE PRINT OR TYPE CLEARLY. Use clear and simple language. The Project Narrative should cover the following six important areas of information and should be no longer than five pages. Please include any of the elements listed below which relate to your particular project.

1. YOUR AGENCY'S BACKGROUND

- Mission
- Founding Date
- Major Programs
- Links with similar organizations
- Administrative structures established to oversee the project
- Number and skills of staff
- Why your organization is qualified to perform the tasks outlined in the grant proposal
- The composition of the organization's policy-making board (include ethnic background) (Attachment)

2. THE PROJECT YOU PROPOSE

- Statement of Need. Define the area/problem to be addressed and the target population or geographical area and estimated number of persons to be served. Provide statistical and other data where possible.
- The contribution your project will make toward eliminating racism/bigotry, promoting pro-reconciling initiatives or improving tolerance and cultural sensitivity
- Your project's goals and objectives
- The activities you propose for the project
- Expected immediate and long-term results
- Distinctive features of your project

3. YOUR PROJECT STRATEGIES

- Your timeline: steps to be taken, by whom, and when
- Names of cooperating organizations (attachment)
- Project staff and/or consultants
- Any advisory groups (attachment)

4. PROJECT EVALUATION

- Your criteria for the project's effectiveness
- Methods and schedule for short- and long-term evaluation of results
- Who will assess the results

6. PROJECT CONTINUATION

- If the project is ongoing, your plan to continue after the funding period
- Future funding sources
- Other current financial sources

PROJECT BUDGET: (Please attach additional sheets, as needed)

INCOME (Itemize all identified sources of income for the project; include in-kind support and any amounts the parent organization is contributing to the project)

Source Amount

EXPENSES (Itemize all anticipated expenses for the project)

Item Amount

Reconciliation Grant Request Amount \$ _____

Total Program/Project Cost \$ _____

If awarded, how will the Oklahoma Reconciliation Grant be spent (specify expense item[s])?