

# Park Avenue Thrift Grants and Giving 2020

## Grant Application Guidelines and Checklist

Park Avenue Thrift is an Oklahoma 501(c)(3) corporation that generates revenue to support community endeavors. Park Avenue Thrift believes that anytime you help the community, you do a sacred thing. The financial support Park Avenue Thrift gives to organizations in Enid enables them to enhance the quality of life in our community.

These giving guidelines have two purposes: To inform entities of the process for obtaining a grant for 2020 and to establish expectations once funding is approved.

### Standards for Organizations Receiving Funding from Park Avenue Thrift

1. Park Avenue Thrift always looks to leverage grants. We support operating costs, worthwhile community events, and always prefer grants that generate matching funds or spark other donors to give.
2. The Organization must be located in Enid, Oklahoma, operate as a 501c3/church/public school or offer a quality of life benefit to our community. Such benefits include, but are not limited to:
  - a. Visual or performing arts
  - b. Education
  - c. Community support or involvement
  - d. Benevolence
  - e. Fundraising for any of the above
  - f. Other benefits approved by the Board of Directors
3. Causes or organizations that Park Avenue Thrift **does not fund**:
  - a. Political Actions committees, political candidates, causes or organizations attempting to influence legislation
  - b. Fraternal or alumni organizations
  - c. Individuals
  - d. Talent or beauty contests
  - e. Other granting organizations
4. Organizations that Park Avenue Thrift **does not typically fund include**:
  - a. Athletic organizations or events
  - b. Medical programs/needs
  - c. Fundraising events, except in matching or exceptional cases
5. Requests for 2020 grant funding must be received by March 20, 2020 to be considered for major grant funding this year. (The Board reserves the option to consider additional requests later.)

3. When an organization meets these standards, the Organization will be considered for funding by the board at the Q2 Board meeting. Awards will be announced the first week of April.
4. All annual gifts are awarded based on the anticipated budget of Park Avenue Thrift. A requirement of PAT grant funding will be to acknowledge that support and encourage patrons to both shop and donate. Park Avenue Thrift will provide logos and work with organizations individually and collectively to promote a strong partnership.
5. Grant recipients will sign a grant agreement.
6. All grant funds must be used within the fiscal year.
7. Grant recipients will be expected to submit at least one annual evaluation report, briefly describing use of funds.

**Note:** Payment schedules will be set with each organization and checks will only be written to 501c3 organizations.

# PAT GRANT APPLICATION CHECKLIST 2020

Due no later than NOON on March 20, 2020

ORGANIZATION INFORMATION—please include this checklist with your letter and packet.

Name of Organization: \_\_\_\_\_

Person completing application: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

- One-page request letter, signed by ED and board chair, outlining the following:
  - Organizational mission and needs
  - Purpose and use of funds requested
  - Amount requested for 2020
  - Any timing requests related to when you need the funds
  - What are the expected results and impact
  - How you intend to obtain matching funds
  
- 501(c)3 Determination Letter
  
- List of Board of Directors with occupations/community affiliations/email addresses
  - Please include total annual board giving from current year, including pledges, and whether your board is 100% contributing in the current year.
  
- Copy of organizational operating budget for 2020, (board-approved is preferred)
  
- List of Top 10 major organization contributors

Please forward ONLY the information outlined above in one single PDF form. Proposals cannot be considered or processed until we have received all of the information requested.

Proposals and requested attachments should be emailed to [stela@parkavenuethrift.org](mailto:stela@parkavenuethrift.org) no later than noon on March 20, 2020. Early applications welcomed. No late applications will be considered for this round of funding.