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Our grants staff can answer questions and provide more information regarding our application process. If you are a new applicant or have not received funding from the Kirkpatrick Family Fund for more than two years, please [click here](#) to schedule a brief virtual meeting with Jennifer Thurman, Senior Program Officer, and Julia Witcher, Grants Manager, to discuss your funding request.

2

Log in or create a new account on the online grants portal. Once logged in, find the Apply button on your Applicant Dashboard. This will take you to the letter of inquiry (LOI) form.

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To request access to an application form in any grant category, you must first complete an LOI. The LOI may be submitted at any time, but it must be submitted in advance of the application deadline. All organizations interested in submitting a grant request are strongly encouraged to submit their LOI at least one month prior to the application deadline. This allows time for grants staff to review the LOI and provide guidance as needed, as well as time for the applicant to develop their application narrative and respond to recommendations.

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Once the LOI is submitted and reviewed, staff will contact you either to discuss your inquiry or to notify you that your LOI is approved and the full application is available in your Applicant Dashboard.

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Applications require several attachments, including:

- IRS determination letter documenting the organization's 501(c)(3) status
- Board of directors list and meeting attendance for the current year
- Project budget (if applicable)
- Organization budget
- Financial statements for the current and previous fiscal year

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Once the application is submitted, staff will review and contact you for follow up as needed. Following the submission deadline, the review process typically takes between two to three months, with correspondence going out to all applicants no later than four months after submission.

Evaluations: The Kirkpatrick Family Fund requires that evaluations of previous grants be completed for future applications to be considered, unless an exception is approved. Evaluations will be assigned electronically after trustee approval of a grant and can be accessed from the organization's portal.

Organizations receiving a Project Support Grant for a specific project should submit a final evaluation within 30 days of completing the project.

GENERAL GUIDELINES FOR ALL APPLICATION CATEGORIES

- Only nonprofit organizations qualified as a public charity under Section 501(c)(3) of the Internal Revenue Code may apply.
- Priority is given to organizations serving central Oklahoma.
- Requests should reflect the Kirkpatrick Family Fund's primary areas of interest.
- We do not fund or sponsor individuals, school or organization trips, tables or tickets for fundraising events, or churches, ministries or religious programs.
- Organizations are required to submit their project support request through the [online grants portal](#).
- All reporting requirements related to a previous award must be completed in a timely manner and prior to final consideration of a new grant, unless an exception is discussed with the staff at Kirkpatrick Family Fund.
- Our median grant is approximately \$15,000. New organizations to the Kirkpatrick Family Fund frequently receive smaller awards, while organizations that are closely aligned with our strategic goals may receive larger grants.

DEADLINES

Submission deadlines below are for the full application. Application deadlines that fall on a holiday or weekend will be extended to the next regular business day.

Project Support:

- Small Grants (\$15,000 or less): March 1, June 1, September 1, and December 1
- Large Grants (more than \$15,000): March 1 and September 1
- General Operating Support: March 1 and September 1
- Endowment Support: March 1, June 1, September 1, and December 1