

## **Summary of Policies and Procedures**

**Proposal deadlines are February 1, 2010 and August 2, 2010.**

### **I. Definition**

The Sarkeys Foundation is a private, charitable foundation, incorporated under the laws of the State of Oklahoma and operated exclusively for providing support through gifts and grants to charitable, scientific, and educational institutions which are qualified under section 501(c)(3) and which are not private foundations within the meaning of section 509(a) of the Internal Revenue Service Code of 1954 or comparable sections of the Internal Revenue Service Code added at a later date.

### **II. Governing Body**

The Foundation is administered by a Board of Trustees and an Executive Director.

### **III. Meetings**

The Trustees meet quarterly in January, April, July and October. Grant proposals for 2009 will be considered at the April meeting.

### **IV. Response to Inquiries**

A response to each request or inquiry will be made by the Foundation within a reasonable time.

### **V. Proposals**

The Trustees invite proposals and applications from qualified charitable institutions. A careful evaluation of each such request will be made. You need provide only one copy. 2009 Proposals will be accepted from December 15 through 5:00 p.m. February 1 for inclusion on the April agenda. Applicants are urged not to wait until the final deadline.

#### **A. Major areas of support by the Sarkeys Foundation include:**

1. Education;
2. Health care and medical research;
3. Cultural and humanitarian programs of regional significance.

#### **B. Needs normally outside the range of support by the Sarkeys Foundation:**

1. Local programs appropriately financed within the community;
2. Direct mail solicitations and annual campaigns;
3. Out of state institutions;
4. Hospitals;
5. Operating expenses;
6. Purchase of vehicles;
7. Grants to individuals;
8. Responsibility for permanent financing of a program;
9. Programs whose ultimate intent is to be profitmaking;
10. Start-up funding for new organizations;
11. Feasibility studies;
12. Grants which trigger expenditure responsibility by Sarkeys Foundation;
13. Direct support to government agencies;

14. Individual public or private elementary or secondary schools, unless they are serving the needs of a special population which are not being met elsewhere;
15. Religious institutions and their subsidiaries;
16. Oklahoma Centennial Projects.

#### VI. Application Frequency

Organizations are limited to one application per calendar year or twelve month period. Organizations with a current grant from Sarkeys Foundation are prohibited from applying for additional funding until final payment has been received.

#### VII. Content of Proposals

A copy of the application form required for submitting proposals to the Sarkeys Foundation is available for download, below. Sarkeys Foundation does not accept faxed or e-mailed proposals. Alternate methods of application are explained below.

#### VIII. Challenge Grants

The Board may, at its discretion, determine to award a grant contingent upon the fulfillment of an institution's additional fund-raising obligation for the project in question within a specified time period.

#### Proposal Format

Your application must be completed on the form below. Simply click on the link below and it will download to your computer, then open it in Word and fill it out completely. Since Sarkeys Foundation does not accept faxed or e-mailed proposals, print one copy of the application form on white paper when it is completed and mail it along with the required attachments. If you do not have Word please send us an e-mail and we will either mail or fax an application to you. The Foundation must receive one unbound completed application by ordinary first-class mail no later than February 2. Proposals may also be hand delivered by 4:00 p.m. on the deadline dates.

Failure to provide complete information will adversely affect your prospects for funding. If you have any questions, please call Susan Frantz or Diana Hartley at (405) 364-3703.

Mail or deliver proposals to:

Sarkeys Foundation  
530 East Main Street  
Norman, Oklahoma 73071

Please check our website for a new application.

Application forms are valid December 15- February 2 for the current year

#### Post Grant Requirements

Once a grant has been awarded by the Foundation, the recipient will be asked to sign an agreement that outlines the work to be accomplished and the terms or conditions of the award.

The grant recipient may be asked to make interim reports to the Foundation on the project's progress.

At the end of the grant period, the recipient will be expected to supply the Foundation with a final evaluation report that includes information on the completion of the project and how grant funds were spent.

Following the end of the grant period, the recipient may be asked to provide additional reports and/or information from time to time.