



PARK AVENUE THRIFT

Park Avenue Thrift Grants and Giving

Grant Application Guidelines and Checklist

Park Avenue Thrift is an Oklahoma 501(c)(3) corporation that works to strengthen the Enid community and serve others by collecting donations, running a top-notch thrift store, and giving the proceeds to Enid nonprofits that invest in quality-of-life initiatives.

These giving guidelines have two purposes: To inform entities of the process for obtaining a grant 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 worthwhile community events, new programs, operating costs, and prefer grants that generate matching funds or spark other donors to give.
2. The organization must be in Enid, Oklahoma and operate as a 501c3 or public institution. Park Avenue Thrift supports these categories:
 - Visual or performing arts
 - Education
 - Quality of Life
 - Community support or involvement
 - Benevolence
 - Environmental sustainability
 - Fundraising for any of the above
 - Other benefits approved by the Board of Directors
3. Causes or organizations that **do not meet Park Avenue Thrift's philanthropic guidelines:**
 - Political Actions committees, political candidates, causes, or organizations attempting to influence legislation
 - Fraternal or alumni organizations
 - Individuals
 - Talent or beauty contests
 - Other granting organizations
 - Athletic organizations or events
 - Medical programs/needs
 - Religious organizations
 - Fundraising events, except in matching or exceptional cases

4. **Requests for grant funding must be received by March 31st** (spring grant) **or September 30th** (fall grant).
5. Organizations meeting the standards above will be considered for funding by the Park Avenue Thrift board at their board meeting. Recipients will be announced the following month.
6. Grants are awarded based on the annual projected budget of Park Avenue Thrift.
7. Grant recipients agree to acknowledge PAT's support by endorsing and encouraging patrons to shop and make donations to Park Avenue Thrift. PAT will supply branding materials and work with recipients to build and promote a strong partnership.
8. Grant recipients will sign a grant agreement.
9. All grant funds must be used within 12 months of receiving funds.
10. Grant recipients agree to submit at least one annual report describing use of funds.

Note: Grant Payment will be a check and written to 501c3 organizations and public institutions only.

Park Avenue Thrift Grant Application Checklist

Due no later than March 31st (spring grant) or
September 30th (fall grant)

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

Name of Organization: _____

Person completing application: _____

Mailing Address: _____

Phone Number: _____

Email: _____

One-page typed request letter, signed by the executive director and board chair, outlining the following:

- Organizational mission and needs
- Amount of funds requested
- Purpose and use of funds
- When funds are needed
- Expected results and impact
- If applicable, how matching funds will be obtained
- How PAT will be promoted within your organization, to patrons and within the community

What is the category of your grant request:

- Visual or performing arts
- Education
- Quality of Life
- Community Involvement
- Benevolence
- Environmental sustainability
- Other (please specify): _____

- Tax Determination Letter

- List of Board of Directors with occupations/community affiliations/email addresses
 - Include total annual board giving from current year, including pledges, and whether your board is 100% contributing in the current year.

- Copy of current organizational operating budget, board-approved is preferred

- List of 10 major organization contributors

Please forward **ONLY** the information outlined above in **one single PDF form**. Proposals cannot be considered or processed until **ALL** information has been received.

Proposals and requested attachments should be emailed to Stela@ParkAvenueThrift.org no later than deadline stated on application.