Social and Voluntary Services Commission Funding Request

The City of Norman Social and Voluntary Services Commission was approved for $250,000 of funding in the 2025-2026 City of Norman budget.These funds are to be awarded to eligible 501(c)(3) organizations serving Norman. To be considered for funding please submit one original funding request no later than 5:00pm on May 30, 2025 to SVSC@normanok.gov. Only include the requested attachments, however additional information might be requested at the discretion of the Commission. Award notifications will be sent at the end of July.

These funding awards are on a reimbursement basis, and must be expended by July 15, 2026. Operational and administrative costs are eligible activities for this award. If you are selected to receive funds you will be required to submit a blurb of no more than 250 words summarizing your agency's mission and a photo or graphic to provide to City Councilmembers.

Legal Name of Agency:
Mailing Address:
Address
Address 2
City/Town
State
ZIP/Postal Code
Website Link:
Example: https://www.agency.com
Application Completed By:
Telephone Number:
Email Address:
DUNS Number:
Amount of Funding Request:

Please note this grant funding will be on a reimbursement basis. Payment will be made as invoices with appropriate documentation are provided. All expenditures must be made during the period of July 1, 2025 and June 15, 2026 to be reimbursed.

Please Note: Due to the increased demand for the SVSC funds, on March 25, 2019, the Commission voted to limit the maximum funding per agency to $10,000. An agency can submit more than one application but the total request of all applications cannot exceed $10,000.

In what year was your Agency incorporated:
Number of volunteers annually:
How many hours do volunteers donate annually:
Are you associated with a national or state organization? If yes, are there dues involved?:
How are volunteers utilized:
Has your Agency applied for SVSC funds before?

Financial Information from the last fiscal year:

Total Annual Budget:
Does the agency get audited yearly:
Yes
No

Percentage of Organizational Funding (must equal 100%):

Religious Organizations
Government Grants
Civic Clubs
Government Contracts
Corporate Donors
Individual Donors
Endowment/Interest Income
Private Foundations
Fees for services/products
United Way
Special Events (based on net earnings)
Other
Formal Agency Mission Statement as approved by the Board
Please discuss in the space below, the following: (4000 character limit)

- Has the Agency Mission evolved since the beginning of the agency? If so how?

- List the target client population (income, age, geographic location - percentage of Norman residents) and briefly describe all programs and services currently offered by your agency. Include any duplication of services in our area and the percentage increase or decrease projected in staff numbers over the previous year.
- If your agency serves clients other than residents of the City of Norman, please describe the methodology where funds provided by the Social and Voluntary Services Commission will be limited to use by Norman citizens.

Describe the specific program, project, activity, or equipment for which funds are requested. Explain how the SVSC funds will be utilized and how the specific program, project, activity, or equipment fits within the Mission of your agency. (4000 character limit)

Provide staff positions, salaries, equipment, office supplies, etc. that will be utilized for the requested program whether or not being funded by SVSC. (2000 character limit)

Please address what similar services are available through other local agencies, why this program is unique, how many will benefit and why it would be appropriate for City of Norman funds to be used to support this program. (2000 character limit)

Financial Information
Please provide a description of internal financial evaluation procedures, control processes and performance review procedure including the percentage increase or decrease of total budget over previous fiscal year budget. Please email projected budget to include in kind contributions and budget assumptions. (3,000 character limit)

Identification of Gaps
The Social and Voluntary Services Commission is charged with advising the City Council regarding the coordination and cooperation among various social and voluntary services and to promote positive links between service deliveries. To assist in evaluation of the services being provided within our community and to help identify gaps in these services, please provide a narrative answering the following questions: (4000 character limit)

1. What gaps in Norman/Cleveland County social services are affecting the clients you serve? Are there any geographical or demographic gaps? How does your agency help fill those gaps?
2. How is your agency addressing these gaps, internally or in collaboration with other agencies? Identify further assistance/collaboration your agency needs to increase the success of these attempts.
3. Are there strategies, other than increases in funding, that you recommend addressing the gaps?

In addition to the information included in this form, you must also submit the following information:

- The organization must submit a 990 tax form for the previous tax year or Financial Statement (including Profit/Loss) performed by a CPA for the agencies most recent fiscal year.
- Agency budget for award year of 2025-2026 and the proposed project budget for award.
- A list of current board members including names, professions and terms.
- A list of current staff members and their position titles and assigned duties.
- A back up contact person and email, different than the person submitting the grant.

This information should be emailed to SVSC@NormanOK.gov.

Please identify the agency which the information is being submitted for within the body of the email.

Award notifications will be sent at the end of July.