



**Financial Services**  
**Allen W. & Gladys A. Hawkins Charitable Foundation**  
**Guidelines and Application**

## **Evaluation Guidelines**

- The requesting organization must have received classification from the IRS as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), and as a public charity under Section 509(a) of the Code.
- The requesting organization must exclusively operate for religious, charitable, scientific, literary or educational purposes that benefit of the community of Osawatomie, Kansas.
- The Foundation will review the requesting organization’s structure and management, including establishing of objectives, budget and board of directors and staff responsibilities.
- The Foundation will consider whether a grant involves possible duplication of government or private sector efforts.
- The Foundation will review whether, and how, the success or failure of the programs of the requesting organization can be effectively measured
- The Foundation will review the requesting organization’s programs impact on the community.

## **Limitations**

Because the Foundation cannot fund every worthwhile endeavor, we direct our resources to those areas where we feel the most critical needs exist and where our support can have the greatest impact. In general, the Foundation does NOT fund requests that involve any of the following:

- Organizations outside the city limits of Osawatomie, Kansas
- Organizations and programs designed to influence legislation or elect candidates to public office
- Requests made by individuals or requests earmarked for a particular individual.
- Sectarian or religious organizations whose services are limited to members of any one religious group
- Tickets or tables to an organization’s fundraising event
- Advertising for the general benefit or an organization or its fundraising events
- Loans or investments

## **Recipient Accountability**

It is the responsibility of the grant recipient to ensure that the grant is used for the purposes indicated in the grant request. In certain cases, the recipient may be asked to sign a statement to this effect. If for any reason the grant is used for other than the stated purpose, the Foundation reserves the right to withdraw additional funding or require return of the grant proceeds distributed. Grant recipients will normally be required to submit reports, at least annually, including self-evaluation of the project effectiveness.

## **How to Apply**

- Complete all fields on the application form
- Print the completed application
- Attach supporting documentation as needed
- Submit the application packet to First Option Bank Financial Services by the designated deadline.
- Multiple requests in a single calendar year from one organization are discouraged.

The rejection of a proposal should not be construed as a negative reaction to a particular organization or project, but rather as a selective choice on the part of the trustees to use limited resources in an alternative fashion.

All inquiries regarding the foundation should be directed to:

Allen W. & Gladys A. Hawkins Charitable Foundation  
First Option Bank Financial Services  
Attn: Keri Peterson, Trust Officer  
P O Box B, 702 Baptiste Drive  
Paola KS 66071

## **Deadlines**

The deadline for this Foundation is March 1st.

## **Allen W. & Gladys A. Hawkins Charitable Foundation Grant Application**

Applications for grants outside the city limits of Osawatomie are not accepted.

Resources are directed to those areas where we feel the most critical needs exist and where support can have the greatest impact, focused only within the city limits of Osawatomie, Kansas. All applications must contain sufficient information for the Foundation to determine whether or not the application falls within its area of focus.

Organization Name

Address

Telephone Number

EIN

Web address and/or social media pages

Primary Contact Person

Primary Contact Email Address

Primary Contact Telephone Number

Specific amount requested

Brief history of organization

Challenge to be addressed

Project goals, timetable and method of achieving goals

Target group for project and number impacted

Itemized budget

Other sources of support

By signing and submitting this grant application, I agree to report to the foundation trustees evaluation procedures and final results of programs to which support has been given.

Signature

Date

For the deadline, a copy of the proposal must be submitted *prior to* March 1<sup>st</sup>.

Please send copies to:

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