



## Mill Creek Community Foundation Program Information

**Effective: January 10, 2024**

### **Mission and Statement**

The Mill Creek Community Foundation (“the Foundation”) is dedicated to improving the lives of vulnerable individuals and communities by focusing on the interconnected issues of homelessness, mental health, education, and food security. We strive to create sustainable solutions that empower individuals to overcome challenges and achieve their full potential. By supporting innovative initiatives, fostering partnerships, and promoting community engagement, we seek to create a society where every person has access to stable housing, mental wellness, nutritious food, and quality education.

Through strategic partnerships, innovative approaches, and advocacy, we envision a world where homelessness is rare and temporary, mental health is prioritized and destigmatized, food insecurity is eliminated, and education is accessible and transformative for all. By fostering empathy, understanding, and collaboration, we aim to create lasting change, empowering individuals to break free from cycles of adversity and build a brighter future for themselves and their communities.

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### **Focus Areas**

- Areas of focus include: homelessness, mental health, education, and food security.
- Requests must serve the needs of communities where Mill Creek Lumber and Supply Company operates, and where our employees work and live.

### **Eligibility Criteria:**

1. Nonprofit Status: Organization must be a 501(c)(3) organization or have a fiscal sponsor.
2. Mission Alignment: Proposed projects or initiatives must align with the Foundation's mission and funding priorities.
3. Geographical Focus: Organizations and programs providing support in communities where Mill Creek Lumber & Supply Company operate, and our employees live and work will be given priority.

### **Types of Support:**

Requests for grants and/or product donations will be considered.

The Foundation does not fund:

- Individuals
- Endowment funds
- Operating funds
- Sports teams
- Parent teacher organizations, associations, or booster clubs for individual schools
- Religious or political organizations
- Loans
- Memberships

### **Application Process:**

1. Review the application by clicking on this link.
2. Do not begin the application until all supporting documents are available in pdf format.
3. In-process applications cannot be saved to complete at a later time. Have all supporting information ready to upload before beginning the application.
4. Incomplete applications will be ineligible for consideration.
5. A complete application will include the following supporting documents in pdf format:
  1. IRS determination letter
  2. Project budget
  3. Copy of most recent 990
  4. Current Board of Directors list with officers indicated

Note: Additional supporting information may be required for vetting large donation requests.

### **Selection Process:**

1. Applications will be accepted on a rolling basis beginning January 1, 2024.
2. The Foundation will conduct an initial review of all submitted applications to assess eligibility, completeness and alignment with funding priorities.
3. Funding Decision: Applicants will be notified in writing of an award or denial of funding by the 10<sup>th</sup> day of the month following the submission month.
4. Note: The Mill Creek Community Foundation is a component fund of Tulsa Community Foundation (TCF). Correspondence will be sent from TCF.
5. Approved applications will receive written notice outlining the grant amount, terms and conditions, reporting requirements, and payment schedule.
6. Reporting Requirements: Grant recipients may be required to submit periodic progress reports and financial statements, as specified in the funding agreement. The reports should provide an update on project implementation, outcomes achieved, challenges faced, and any necessary modifications to the original plan.
7. Stewardship and Relationship Building: The Foundation encourages ongoing communication and relationship-building with grant recipients. It may offer support, technical assistance, or networking opportunities to enhance the impact and sustainability of funded projects.

**Confidentiality and Non-Disclosure:**

The Foundation acknowledges the confidentiality of all application materials and will handle them in accordance with applicable privacy laws. The Foundation may request permission to share project information for promotional or reporting purposes, with appropriate consent from the applicant.

**Policy Review:**

This application procedure will be reviewed periodically to ensure its effectiveness and adherence to the Foundation's objectives. Amendments or updates may be made as needed, and applicants will be informed of any changes.

By submitting an application, the applicant acknowledges that they have read, understood, and agreed to abide by the terms and conditions outlined in this procedure.