



City of Lawton

Youth and Family Affairs Committee

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Agenda

Tuesday, March 17, 2026

9:00 AM

3rd Floor Conference Room
Lawton City Hall

This meeting will be conducted in person for all Committee members and members of the public to attend.

Meeting Called to Order and Roll Call

"Official action can be taken only on items which appear on the agenda. The Committee may adopt, approve, ratify, deny, defer, recommend, or continue any agenda item. The Committee may also propose and enact floor amendments to any matter presented before them. When more information is needed to act on an item, the Committee may refer the matter to City Staff. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."

Statement of Compliance with Oklahoma Open Meeting Act, 25 O.S. 301-314

Introduction of Guests

Business Items

1. Consider approving the minutes of the February 17, 2026, meeting.
2. Review and discuss the FY 2026–2027 YFAC funding request from the Salvation Army Red Shield Youth Center for its After School and Summer Programs in the amount of \$35,000 and determine whether to recommend approval to the City Council.
3. Review and discuss the FY 2026–2027 YFAC funding request from the Lawton Food Bank for its Harvest Hope Market Program in the amount of \$35,000 and determine whether to recommend approval to the City Council.
4. Review and discuss the FY 2026–2027 YFAC funding request from the United Way of Southwest Oklahoma for its Success by Six Family Empowerment Program in the amount of \$35,000 and determine whether to recommend approval to the City Council.
5. Review and discuss the FY 2026–2027 YFAC funding request from the Wichita Mountains Prevention Network for its Youth Summit Program in the amount of \$43,750 and determine whether to recommend approval to the City Council.

6. Review the current YFAC funding application and consider directing staff to make revisions as deemed appropriate by the Committee, with the revised application to be brought back to the Committee for final approval.
7. Review and discuss the scoring rubrics for YFAC funding applications and site visits and consider directing staff to make revisions as deemed appropriate by the Committee, with the revised rubrics to be brought back to the Committee for final approval.

Reports/Comments from Chairman and Committee Members

Reports/Comments from Staff

Audience Participation

Adjournment

The Youth and Family Affairs Committee encourages participation by all City of Lawton citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The 48-hour time period may be waived if an interpreter for the deaf (signing) is not the necessary accommodation.

Item Title:

Consider approving the minutes of the February 17, 2026, meeting.

Initiator: Tammy Branstetter, Senior Deputy City Clerk

Information Source: Tammy Branstetter, Senior Deputy City Clerk

Background:

Minutes from the February 17, 2026, meeting have been drafted and are awaiting approval.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

Draft Minutes - February 17, 2026, meeting

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Approve the minutes of the February 17, 2026, meeting.

ATTACHMENTS:

1. Draft YFAC Minutes 02.17.2026



City of Lawton

Youth and Family Affairs Committee

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Minutes

Tuesday, February 17, 2026

9:00 AM

Lawton City Hall
3rd Floor Conference Room

This meeting will be conducted in person for all Committee members and members of the public to attend.

Meeting Called to Order and Roll Call

"Official action can be taken only on items which appear on the agenda. The Committee may adopt, approve, ratify, deny, defer, recommend, or continue any agenda item. The Committee may also propose and enact floor amendments to any matter presented before them. When more information is needed to act on an item, the Committee may refer the matter to City Staff. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."

Chairman Weger called the meeting to order at 9:00 AM.

Roll Call:

Members Present: Bob Weger, Joshua Hale, Bernita Taylor, Karen Bailey, Carl Fuqua, Mary Ann Hankins-Booker, Taron Epps

Members Absent: None

Also Present: Tammy Branstetter, Deputy City Clerk; Cynthia Williams, Internal Auditor; Tiffiney Dimery, Ward 4 Councilperson; Alex Minter-McCann, Executive Director for the Lawton Food Bank

Statement of Compliance with Oklahoma Open Meeting Act, 25 O.S. 301-314

Chairman Weger confirmed with Branstetter that the notice and agenda for this meeting were posted by the City Clerk's Office in accordance with the Oklahoma Open Meetings Act.

Introduction of Guests

Guests of the meeting introduced themselves.

New Business

1. Consider approving the minutes of the November 18, 2025, meeting.

A copy of the minutes from the November 18, 2025, meeting may be obtained from the City Clerk's Office upon request.

Motion by Bailey, **Second** by Epps, to approve the minutes of the November 18, 2025, meeting as presented. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger, Epps. **ABSTAIN:** Hankins-Booker. **NAY:** None. **Motion Passed.**

2. Review and score the FY 2026–2027 YFAC funding application from the Lawton Food Bank for its Harvest Hope Market Program and consider establishing a date and time for a site visit.

Chairman Weger provided background information on this item. A copy of the funding application from the Lawton Food Bank for its Harvest Hope Market Program may be obtained from the City Clerk's Office upon request.

Chairman Weger said you will find in your packets the review and scores for the applicants. I believe we have four applicants this year. We appreciate our auditor being with us this morning, Ms. Williams. Is there anything in particular the committee should note, Ms. Williams, from your reports?

Cynthia Williams, Internal Auditor, said there should be a checklist included with each application. Only one application was considered complete. However, the incomplete items in the other applications were very small, minor issues that I do not think should disqualify any of the applicants. It is simply noted that we need a little more information, specifically regarding the budget breakdowns. I believe two of the applicants also did not sign the bylaws page, which is required for them to submit to us.

Chairman Weger said we'd like to consider and establish a date and time for each one of these for a visit — that's on our agenda. Of course, some of you have done this before; for others it is new. What we like to do is break the committee up into teams. We would probably try to assign two to three per visit, to visit these sites. This gives you an opportunity to see what they're actually doing and how they go about utilizing the grants that are granted to them, ultimately to impact the lives of young people.

Chairman Weger said Ms. Tammy just shared with me that there is a rubric grant application scorecard. There should be four in your packet. Each one is for each application. You would fill that out and turn it back in, or rather make your score, and then we would gather that.

Tammy Branstetter, City Clerk's Office, said do you think it would be okay for them to take them home and bring them back?

Chairman Weger said what would work best for everyone involved?

Williams said I don't think that there's any information on here that cannot be taken out

of the room. It's your option if you want to do it individually and then combine them, or it can be done right here. There are a couple of notes I would like to make about each application.

Chairman Weger said I know in the past—and again, we do not have to do things the way they were done in the past—we have taken the rubric scorecard to the site visits and filled it out. During the site visits, some have evaluated right then and there.

Williams said there are two different rubrics. So last year, I filled it out, and I really feel like, as I was getting through more of this, and we've gotten through more of the bylaws with this, I kind of overstepped probably last year and filled it out for you, which is why I created just the checklist this year. I wanted to be able to put more of the decisions on you guys and take me completely out of it. So there is one rubric to score just the application, and then there's another one to score your site visit.

Chairman Weger said let's proceed with item two, looking over that application for a Harvest Hope Market program with the Lawton Food Bank. And I believe someone from Lawton Food Bank is here, if we should have some questions.

Taylor said are we going to score now, or we can take it home and score it?

Chairman Weger said I'm fine either way. As a committee, what are your thoughts? Would you rather take it home or go ahead and score it while you're here?

Epps said I would prefer to take it home and score it.

Hankins-Booker said after the visit, you know a lot more.

Epps said that's true.

Chairman Weger said for me, that was helpful. My first year on the committee, I couldn't really grade them on something if I hadn't seen what they're doing and had eyes on it.

Taylor said so I think what she just said is, what we're grading from the rubric is the application itself. And then that checklist is the site. So, when we're doing the rubric, you have to remember that this is about the application and what we asked for in the application and if that was provided. And then the site visit rubric. That's more about seeing the services in a clearer view and what we think about the services. Now, my question is: which are we going to rely on more heavily—the checklist from the site visit or the rubric from the application?

Williams said I'm checking City Code. I do believe that it is written specifically in code that says that you must fill out the application rubric first and then, based upon that, is if it is determined that it goes forward to the next step of site visits. But I want to verify City Code first.

Epps asked when this has to approved by.

Chairman Weger said April.

Williams said they go for funding before Council before the last meeting in June. So it is the budget part that has to be turned in first. How many applications do you think you're going to fund is the first deadline that we have, and that deadline is coming up really soon.

Chairman Weger said I want to say mid-April.

Branstetter said I think last year, we at least voted on these as a committee, whether or not to proceed to Council, at the March meeting. So, I don't know if that's doable to score these and then do the site visits before our next meeting, which is a month away.

Epps said and if the code says that we have to score before we do the site visit, that means we'd have to do it now.

Williams said it says that you have to do it before April 1st. It says that YFAC shall review, approve, deny, or modify funding applications and submit a proposed budget to the upcoming fiscal year no later than April 1st.

Chairman Weger said so that answers our question about the scoring — it would be today.

Chairman Weger said the first applicant we have is the Lawton Food Bank Harvest Hope Market.

Taylor said can you tell me a little bit about your education for gang prevention?

Alex Minter McCann, Lawton Food Bank, said so the vast majority of my education for gang prevention is through the Oklahoma State Department. They hosted a conference in January of 2025. They talked about working with at-risk youth for gang prevention, specifically working with at-risk youth that have one of more parents that are currently incarcerated. That was only a one-day training, and so I don't feel adequate in my education to fully be able to prevent that. However, research has been done on nutrition education and on children being able to do volunteer service in their community. It does show that it helps with gang prevention. So, for that specific vision of this, we won't be doing hands-on gang intervention, but it will be done with the heart, and that the research behind volunteer service and nutrition education does help prevent children from being involved in gang activities.

Epps said who's your volunteer service work?

Ms. McCann said with this grant funding, we're actually asking for funding to support one of the two events we're calling Youth Hunger Action Days. Currently, we've been

involved with local Key Clubs and FCCLAs, having them come to the Food Bank for a period of two to four hours to do one day of service. We also have a volunteer on our team who's coordinating one youth leader at each of the Lawton Junior High and High School campuses to help lead their student efforts. These youth leaders will be asked to help bring in student leaders to volunteer at the Food Bank once each semester, and September is Hunger Action Month. We'll have Youth Hunger Action Day. To make sure we include all Junior High and High Schools across Lawton, each campus will be assigned a certain day of the week. Groups of 20 students will come in for two hour timeframes throughout the day, each day of the week. This way, we can make sure to get as many teams as possible involved in a volunteer project. On that day, we've also requested funding to provide the students with t-shirts. Part of the design will include a QR code, so that when they wear them at school, youth will be able to scan the code and sign up for additional volunteer opportunities with the Food Bank.

Taylor said on your funding request, you want it for case manager, food and utilities. These utilities, is it for your facility or is it for the people you serve?

Ms. McCann said it's for our facility.

Taylor said and then your education courses and your Hunger Action Day. Your goal is really high — 6,000 youth.

Ms. McCann said yes ma'am.

Taylor said what will the duties be for your case manager?

Ms. McCann said our case manager is currently a student at Baylor University, working on her master's in social work, and we're really excited to have Tori. Currently, one of the youth she's working with is a 16-year-old who volunteers at the Food Bank for two hours a week and picks up food for his family on the third Thursday of the month. She works with him on college applications and helps him figure out how to create a resume. With some of our other families, she works with them to help them get utility assistance, diapers, and transportation. We worked with LATS to provide free bus passes, so any of our youth that come for a day of service or for case management services can receive free transportation. Specifically with youth, she focuses on helping them gain confidence so that they can either continue getting the resources that they have or learn about different ways of getting things on the resume for college applications.

Taylor said so right now she works with one?

Ms. McCann said right now she works with one youth and then she also has 16 other open applications with families. I don't know off the top of my head how many of those have young children in their home, but I know that it's at least half.

Chairman Weger said you set your goal of 6,000 youth. How do you go about reaching

them for the program?

Ms. McCann said a lot of that comes from our Student Leaders program. So, Kaitlin is the woman who's our volunteer who leads that program. She's a military spouse and she's a stay-at-home mom. And so, volunteer service was a big part of her life when she was in high school. And so, because of that, we have an application that will go live with all of our high schools. Kaitlin will work on identifying one to two leaders at each of the junior high and high schools that will serve as the lead in their community. Currently, that looks a lot like doing Key Club and FCCLA. Those are the two organizations that we've had the most prominent interaction with. And then they will be the leaders that help bring their students in to be able to be a part of the volunteer day of service. And then we also have looked at having a youth intern come in to be able to be with us through the summer or through other school breaks so that they can learn more about the Food Bank. And we think that by incorporating more regular service with those teams, it will help us reach other kids in our community.

Chairman Weger said one other question to piggyback a little bit is you stated in your mission statement about the dignity of every neighborhood providing reliable, excess nutritious food, creating pathways, stability towards nutrition. How does that fit into with the youth? One of the problems YFAC has dealt with, and I think the committee's done an excellent job in addressing it, is there was a time when YFAC appeared to be more focused on adult—can I use the term adult services—that would be used to reach youth, but the monies went to the adults, not to the youth. So those that were intended to be served by this committee and this grant were getting nickels and dimes as opposed to dollars of investment, and the committee frowned on that and were like, that's not the goal of YFAC. Because the goal is not the salaries so much on the adults for the summer projects, but it is the youth of how can we invest in that child where that child understands I've got people that are on my side. So, could you address that?

Ms. McCann said absolutely. Working with youth is a blast at the Food Bank. We've had a lot of our FCCLA and our Key Club students come in and just really enjoy being able to pack boxes and learn about the Food Bank. One of the things that's happened in those volunteer projects is it is so funny to watch a teenager pick up a can of something or pick up a bag of something and be like, how do we even cook this? And it creates so much laughter and joy within our students. And so that's the reason why we designed this program, is watching youth come in and see a can of chickpeas or see different fruits and vegetables and go, what do I even do with this?

Ms. McCann said we watched a girl pick up a dragon fruit for the first time, and one of her classmates turned around, and it was a really heartbreaking moment. They looked at her, and they were like, you've never been in a grocery store? I see those all the time. That's a dragon fruit.

And she stopped, and she sat back, and Tori, our case manager, walked up to her and was like, hey, it's okay that you don't know what that is. And she's like well, Tori, we don't live near Walmart, and so I only get to eat fruit while I'm at school, and so I didn't

know what this was. And it was a moment that Tori then came to me and said, okay, I'm not saying we're going to put a dragon fruit in the hand of every kid in Lawton, but this girl didn't know what a dragon fruit was. And somebody in her class mentioned a grocery store. And what can we do if we have these here to be able to experience the opportunity to give youth access to this fruit, access to these vegetables, or to a can of chickpeas to make hummus, and be able to make sure that they have fruits and vegetables in their homes, that they know what to do with them, but also create a sense that they're all learning something together so that it doesn't single one student out.

Ms. McCann said a lot of what the Food Bank does is we do serve families, we do serve seniors, but a massive percentage of the population we serve is youth. And so what this program does is it actually pulls that youth bracket out into its own special category and gives us opportunities that are designed for them to come in to not only volunteer, but to have nutrition education that's specifically designed for youth. So these aren't nutrition education classes that are open to seniors or open to adults. These are classes that are specifically targeted for meals that youth can cook. So, things like hummus that are easy, that if you have a blender, great, but also you can take a can of chickpeas that are always available at the Food Bank, and you can mash them up with a fork and create something that's delicious. And you can chop up a bell pepper or another form of vegetable that we have available, and then you have a super easy meal that doesn't require you to have electricity at home.

Ms. McCann said so, it's something that is very near and dear to our hearts to design a program that specifically tailors youth and isn't just something that we're asking for funding that we can pour into adults with. That's our goal with the case management fees as well. We can have someone on our side that specifically works with youth instead of just having somebody that works with all of these other populations that can work with youth. We want it to be tailored to the community.

Bailey said is this national curriculum?

Ms. McCann said no, ma'am. The Charlie Cart, which the library has a Charlie Cart, is a program. It is used nationwide, but it's not an accredited program, if that makes sense. But it is used. The library has a grant that covered their Charlie Cart, and that's the cooking rider that we use out of for nutrition education. It has three different levels on it for different literacy levels, so that when we're working with students, instead of assuming that all of our students are working on a high school reading level, we have different levels of take-home ingredients and recipe cards that they can use based on where they're at.

Chairman Weger asked Williams for feedback.

Williams said specifically on this application, Section B was missing the city, state, and zip code for the mailing address.

Chairman Weger said yes, I see that.

Williams said what you had already stated is that the mission statement does not specifically mention youth. The YFAC funds are clearly identified as to what they are requesting. However, it is a limitation of this application that does not clearly differentiate what their matching funds are going to be and what their total budget request is. That's going to be something that we change next year in the application. And then that's another part in Part B of the budget. We just need additional information about the matching portion. It is not specified in the application, and again that's a limitation of the application that we used. And then the bylaws are not signed.

Ms.McCann said may I provide information on that?

Chairman Weger said yes.

Ms.McCann said if you go to page 16 of the application under program budget, under source, when it says United Way slash LFB slash YFAC, that is where those matching funds are coming from. Our grant that we receive from United Way provides some of our wages, and then, anywhere you see LFB is our individual donors that, while I can't release their names to you, those are matching funds that our individual donors will provide for wages. We have a grant right now from the McMahon Foundation that provides for some of our food funding, and that's why it just says 2025 grant, because that grant was received in 2025. And then for nutrition education, the total value of that would be \$5,000, but only \$4,000 of that will come from YFAC. The other one is a combined LFB. We have an individual donor who's given us \$1,000 pending YFAC gives us funding for this, because they believe in nutrition education. And then the regional grant under fuel and maintenance—the Regional Food Bank of Oklahoma, or regional for short, has provided \$3,500 to us this year for fuel, and so that's where you'll see that match. In parentheses is what we're asking YFAC for. And so, if you were to subtract that amount from the larger amount, that tells you what our match would be.

Williams said my statement was only that before we send this for funding application that we would just need to work together and get a more clear budget, and that's it. You weren't missing anything.

Taylor said did we have a percentage that had to go to youth? Because with the percentage right here, we have food at \$10,000. Can you guarantee that that's going to kids? Because you're giving it to a whole family, so how can you guarantee that that food goes directly to the children?

Ms.McCann said it'll go directly through students that are involved in our nutrition education classes. So the food for this specific grant will be stored separately from our other food. So Produce Pop In, for example, is another program where we purchase food specifically for Produce Pop In. Those pallets have laminated sheets that go on them that say "Produce Pop In only." We have another program called Senior Box. The food that is purchased for that program is actually federally regulated, and so we cannot pass it out for any other program. And so YFAC would have an individual laminated

sheet that would say "Youth Nutrition," and this food would only be made available to the students that were either there volunteering or there for youth nutrition. And the benefit of that is when we purchase that food, it'll be in that unique area, so that if we have a youth that comes in to volunteer even outside of Hunger Action Day, YFAC funds will allow us not to have income constraints to the food that we purchase. And so we will be able to, if a student tells us, "Hey, I'm hungry, this is what's going on," we'll be able to fill out a half-sheet case management form, and they'll be able to receive the food from the YFAC proceeds, even if their family has already received food once a month. And so it'll be a completely different budget line item within our budget cycle, and we'll be able to restrict that just to youth.

Taylor said so my question is this, because I understand you're going to set it aside. But do you have a day and time that the youth can get it? Because right now I hear you say it's for those who volunteer. When when are your educational sessions for nutrition?

Ms.McCann said we do not have dedicated youth nutrition times currently because we don't have funding for the program. Right now, our Produce Pop In, that I was discussing, is the second Friday of every single month from 10 to 1. And then our Senior Box program is the third Thursday and the Friday the next day. So that would be this Thursday from 10 to 1 and the next day from 10 to 1 as well. And so our youth nutrition classes will be the same. In our group, we apply for the class to be done every quarter for six weeks, and so they'll be able to get food each Friday. So, for example, right now we're in the middle of our wellness series. That's six weeks long.

Taylor said is that youth?

Ms.McCann said no ma'am, but I'm saying our youth program will be ran exactly the same.

Taylor said it's confusing, though. I don't want to sound ugly—we just have to go by the guidelines, right? So if you said, "We are going to have a youth education nutrition program this many days, at this time, it's already established, your curriculum is already there, we're going to service this number of children", because that's what's on your rubric. On your goals, you said you're going to do three nutrition education series, teaching 14 to 18 year olds, but you don't say when.

Ms.McCann said no ma'am. It'll be a different series every quarter. It is a session. We don't have funding for it, and so we don't currently have it on our calendar.

Taylor said but if you have funding for it?

Ms.McCann said it would be Fridays at 9:00 AM during the summer whenever children are not in school. That's when our nutrition education classes are even for our other populations, and then during the school year it'll be Thursday afternoon.

Taylor said and you already have the curriculum and the teacher?

Ms.McCann said yes ma'am. That'll be pending funding. We won't be able to do it without YFAC funding.

Taylor said that's your budget for the \$10,000, that's your budget for the \$4,000. So \$19,000 of your \$35,000 are for case manager and your building utility. And so that leaves the rest of it, plus your matching funds.

Taylor said what's the percentage that we have to pass to go to kids? I know we were supposed to come up with that. Did they ever come up with it?

Williams said that was not one of the requirements. It says that the YFAC goal is: successful implementation of eligible programs designed for developing life and career-enhancing skills for the youth of Lawton, while helping them avoid involvement in the criminal justice system". The program must be aimed towards that. It does not say a percentage of what has to go where.

Hale said if they ask for \$35,000, do we have to give them that?

Chairman Weger said no, we can give up to \$35,000, and it's on a percentage basis: 80-60-40. First year they will receive 80%, second year 60%, third year 40%. The goal behind it is so that they do not become dependent. This is not an entitlement grant, it is one to assist you. As the non-profit organization, we want you to succeed in your ministry of impacting the life of our youth in our community.

Epps said it's a startup as opposed to sustainment.

Chairman Weger said correct. Very well said.

Hankins-Booker said I suppose some youth are doing the cooking at the home, so it would be beneficial to have some education in that area.

Hale said the program budget, that's just for this specific program — \$250,000?

Ms.McCann said yes sir. Now, part of the program that we have asked you all for funding, like Bernina was saying, and some of our programs do approach the entire family. And so, Harvest Hope Market does meet the entire family. Because of the constraints of the YFAC committee and the YFAC grant only being for youth, we've asked you all to fund a program that is only working with youth. The remainder of that \$250,000 will be doing some activities that are holistic, featuring the entire family. But YFAC funds would be restricted to the youth or the school mentors that are working with the youth.

Ms.McCann said for the Youth Hunger Action Day, we are asking for t-shirts. We will give, if a Key Club has a faculty sponsor, we will happily give them a t-shirt. But the funding that we've asked YFAC to cover is limited to our youth nutrition education

things, where the remainder of those funds are used for other populations as well.

Hale said and without our funding, you wouldn't do the program at all?

Ms.McCann said yes sir.

Chairman Weger said if you look at the review that our auditor has provided, as well as the application, we need to move on to filling out the rubric. Then we can proceed, if there's no further discussion based on your evaluation and the information that has been presented. If there's something else that you say, "Well, I have a question," or "There's something I don't understand," we appreciate Ms. Alex being here to address questions, so please don't hesitate to ask.

Bailey said help me with this process again. We're scoring this here; we're taking it home to score; you're needing a motion to move forward or not move forward with a site visit?

Chairman Weger said my understanding is that with the deadline that we're on, we have to have these applications in motion by April 1. I was thinking the 15th, but Ms. Williams shared with us the 1st. So really, if we can't get it done today, we're going to have to really push in March hard to get this done.

Taylor said can we take these home and say please turn them in by next week, by a certain date?

Chairman Weger said certainly. Would the committee be more comfortable with that?

Taylor said I would.

Bailey said there's a lot to go through.

Chairman Weger said there is a lot to consider, just in one application. There is a lot to chew on.

Hankins-Booker said and Cynthia has made us aware of the financial flaws or things like the signatures. So we just have to look at the quality of the program.

Chairman Weger said and again, just reminding the committee, remember the guidelines that have been laid out before. We're looking to make sure that we stick to those, because what we don't want go off is into other areas that do not meet the criteria of YFAC. Youth first—we want to make sure the children are the focus. And we want sustainability.

Taylor said one of the issues that they had with YFAC is salaries, and you're saying that that's not in there.

Williams said there is a part that talks about salaries; however, there was not a specific percentage. It said that it is limited how much can go to salaries, but we do not specifically put what that percentage was. And we had this discussion last year about that.

Taylor said in the TIF I know what it is, but this is YFAC. The whole goal was to change what we've done in the past. So, can we get some more guidance on that?

Williams said I can read it straight out of City Code.

Taylor said I'm asking you, can you ask the powers that be for more guidance for that?

Williams said that's going to be the Council members.

Hale said so is that something we can set up that only a percentage can go to other salaries? Is that a possibility?

Chairman Weger said we can present that to Council. Council would ultimately make that decision.

Williams said I believe that the Mayor had kind of weighed in on this whenever the last ordinance was passed. It was the desire of him and the Council that they wanted the percentage of salaries to be limited, but did not want to put a specific percentage down because each program is different. You can have an after-school program where they don't need any supplies because they already have leftover paper and crayons and everything. And so, the whole thing really would be going to just paying teachers to show up and continue teaching these kids. Or there could be a different program where all of the teachers are volunteers, but they need transportation, so their kids can go to field trips. They wanted the committee to decide what percentage is appropriate for each program, not to set a certain percentage.

Chairman Weger said and for our new committee members, one of the problems we had — one example we had — we had a couple that were paying out salaries of almost \$100,000, and the actual money invested in the children was around \$1.75.

Hankins-Booker said it's hard because they are all different. But we did have some overlapping programs too, where this one was similar, but it was done by the same people in the same place. We can't do that.

Hankins-Booker said do you have a kitchen where you cook?

Ms.McCann said we do not have a full kitchen; that's the benefit of the Charlie Cart. A few years ago, the public library got their Charlie Cart, and that's where we got this whole idea. It's really cool—if you have not seen the library's Charlie Cart, it's beautiful. It is a fully functioning portable kitchen. If you have a standard toolbox with all those fancy pull-outs, it's built exactly like that. It's that durable; it's on wheels. And so it's a

fully portable kitchen on wheels. It's an incredible thing. We do have a small kitchenette that we currently use for our nutrition classes. But this grant would fully allow us to just go all out.

Ms. McCann said if I may, I would love to share about the salary portion. If there was even a line in the grant application of what the YFAC committee suggests to be a salary number, because if you look at all four of our applications, two applicants requested right at \$17,000 in salaries. We were the third-highest number at \$12,000. And then right below us was Success by Six, who only requested \$8,000 in salaries. And so there were three very different numbers. But I worked closely with two of the other three applicants, and all of us were like, what number do we put? Because it says it can't be a lot, but there's no threshold anywhere. Tiffany, Roxanne, and I all three work extremely closely together because we are all serving youth. And they come pick up food for those two programs all the time. They are wonderful, wonderful programs. But none of us knew what to put on salaries. So if the committee was to provide some sort of guidance or recommendation, that would be wonderful.

Williams said if I may read the section of code, this is 2-3-366-F, "Salary and Wage Limitations: The portion of grant funding used to pay salaries and wages for the program staff shall not exceed a predetermined percentage of the total program cost. This percentage shall be set by the city at the time of application based on the nature of the program and the total amount of the grant request. The purpose of this limitation is to ensure that the majority of grant funds are used for direct program expenses and services."

Williams said that is your guidance.

Hale said set by the city means the Council?

Epps said I don't know how you do that at the time of application.

Williams said so it would be this right here.

Hale said we would set it right now?

Williams said you're setting it right now.

Hankins-Booker said and the length of the program. I mean, some are just a summer program, and some—they're a little longer. So there are a lot of intervening variables out there.

Epps said there are.

Epps said we look back at the intent, right? The intent was there were glaring issues, previously, with salary, and I think there's flexibility in it for us to assess if that's the case again. And we can limit it, I think, when we recommend it go forward.

Chairman Weger said correct.

Hankins-Booker said just be reasonable.

Epps said and each one will be based on the program description and the merit of the program. And I think a lot of it is going to be how we feel, especially after the site visits. So I think for the purposes of this, we just have to recommend if we're going to move forward with a site visit, because we have to start coordinating that for next month.

Chairman Weger said, having said that, do we have a motion to move forward with the site visits and review these, bring the rubrics back; have them reviewed, with your conclusions, for each applicant in our next meeting?

Bailey said I'll make that motion.

Epps said I think if I understood the code correctly, when we walk out of here, we have to either recommend— I mean, either say we're going to do a site visit based on what we see, or that we're not going to do a site visit. Is that correct?

Williams said it's in your bylaws that say that you have to review the application before you set your site visits. And so I think that you are fine to take them, and then we can have the site visits scheduled. Then you can just not do it if the application doesn't move forward. Does that make sense?

Epps said it does. There are four applications. I think it's reasonable, maybe not score right now, take home and score, but I think it's reasonable to look at each application and say, yes, we're going to do a site visit or not. And I think that meets what's required.

Williams said I think we can set a minimum score.

Epps said the scoring is the complicated piece because we want to do a thorough job with scoring. In the code or in the bylaws, is the scoring required in order for us to set a site visit?

Williams said it says that you have to score it.

Hankins-Booker said to Ms.McCann, you said you were working with three other people, do those people have grants with YFAC also?

Ms.McCann said we have quite a few partners, but Tiffany Hill, who runs the Salvation Army — she's their new Red Shield Youth Center Director - I work with Tiffany quite a bit. And then Roxanne Wiseman, who's the Success by Six Director — they've both applied for YFAC funding as well. Success by Six does have a current YFAC grant. I actually was the author of that grant last year, and then I have since moved over to the Lawton Food Bank. The Red Shield Youth Center does not have a YFAC grant

currently, and they did not apply last year.

Bailey said I heard a very important piece, which was much different from last year: there isn't anything glaring in these applications.

Williams said there's nothing in any of the applications that I was like, "Oh my goodness — this does not qualify." They turned in their financials, they turned in budgets, and again, the only problem I had with each of the budgets—and it was all of them—it's a problem with our application form. It's just not real clear. They all did a great job of filling out the budget section. There was just a little bit on each one, and I think that it is actually Success by Six that I might have had the biggest question on, and it is noted. On that one, their work with the youth is indirect. It is very focused on the family, and it's through getting the family help that they're serving the youth.

Chairman Weger said as opposed to the youth themselves.

Williams said direct - right. I definitely feel that the youth are being served, but I just wanted to highlight that this year, that it is not directly.

Chairman Weger said just so the committee is aware, everyone did attend the training seminars?

Williams said yes, and you will find that on the top of your check sheet that I filled out, what the training date was. Everyone did attend.

Chairman Weger said and those that have applied in the past, there are some that have not applied this year?

Williams said that is correct.

Chairman Weger said we have a motion on the floor, do I have a second?

Hale said what was the motion?

Chairman Weger said the motion was that we would go ahead and take the information that is presented before you home, read over it, review the applications, and prepare the rubric for you to score; then we would come back together, establish those—could we establish those dates (for the site visit) maybe before so that when we come back to our next meeting, we'll just say, "Okay, March 7th, March 9th, March 10th, we're going to be meeting at these places. Who can go to this one? Who can go that one?" Would that be simpler for the committee?

Taylor said we can't do it until we turn these in and get who's going to go forward, right?

Chairman Weger said correct.

Taylor said we won't know how many sites we have, right?

Chairman Weger said up to four.

Hale said we can cancel it if we don't move forward with it.

Chairman Weger said that's my thought. That way we can move forward, because we are working with a deadline of April 1st, and I'd like to keep the deadlines if we can.

Epps said we need to do the site visit before our next meeting, because at the next meeting we have to vote on if they move forward to City Council.

Taylor said so when are we going to turn the rubrics in by, and who are we going to turn them in to? A week from today?

Chairman Weger said yes.

Taylor said we'll turn them in to Tammy?

Chairman Weger said yes, let's turn them in to Tammy. Tammy, is that okay with you?

Branstetter said yes. So, the motion is to take the applications home for scoring and return the score sheets to the City Clerk's office no later than Tuesday, February 24th?

Chairman Weger said, Ms. Bailey, that's acceptable to you in your motion?

Bailey said it is to me.

Epps said it sounds like we almost have to have at least two motions. That's the first one, and then the second one is probably something along the lines of establishing site visit dates.

Chairman Weger said let me get a second on this motion.

Taylor seconded the motion.

Motion by Bailey, **Second** by Taylor, to take the application home for scoring and return the score sheet to the City Clerk's office no later than Tuesday, February 24th. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger, Epps, Hankins-Booker. **NAY:** None. **Motion Passed.**

Chairman Weger said do we have another motion?

Motion by Epps, **Second** by Hale, to proceed with scheduling the site visit, however, only conduct the site visit upon approval based off the scoring rubrics from the committee. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger, Epps, Hankins-Booker. **NAY:**

None. **Motion Passed.**

Chairman Weger said it's been brought to my attention that we probably need to put a motion on each one of these agenda items, #2 - #5.

3. Review and score the FY 2026–2027 YFAC funding application from the Salvation Army Red Shield Youth Center for its After School and Summer Programs and consider establishing a date and time for a site visit.

A copy of the funding application from the Salvation Army Red Shield Youth Center for its After School and Summer Programs may be obtained from the City Clerk's Office upon request.

Motion by Bailey, **Second** by Fuqua, to take the application home for scoring and return the score sheet to the City Clerk's office no later than Tuesday, February 24th, and to proceed with scheduling the site visit, however, only conduct the site visit upon approval based off the scoring rubrics from the committee. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger, Epps, Hankins-Booker. **NAY:** None. **Motion Passed.**

4. Review and score the FY 2026–2027 YFAC funding application from the United Way of Southwest Oklahoma for its Success by Six Family Empowerment Program and consider establishing a date and time for a site visit.

A copy of the funding application from the United Way of Southwest Oklahoma for its Success by Six Family Empowerment Program may be obtained from the City Clerk's Office upon request.

Motion by Bailey, **Second** by Fuqua, to take the application home for scoring and return the score sheet to the City Clerk's office no later than Tuesday, February 24th, and to proceed with scheduling the site visit, however, only conduct the site visit upon approval based off the scoring rubrics from the committee. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger, Epps, Hankins-Booker. **NAY:** None. **Motion Passed.**

5. Review and score the FY 2026–2027 YFAC funding application from the Wichita Mountains Prevention Network for its Youth Summit Program and consider establishing a date and time for a site visit.

A copy of the funding application from the Wichita Mountains Prevention Network for its Youth Summit Program may be obtained from the City Clerk's Office upon request.

Motion by Bailey, **Second** by Fuqua, to take the application home for scoring and return the score sheet to the City Clerk's office no later than Tuesday, February 24th, and to proceed with scheduling the site visit, however, only conduct the site visit upon approval based off the scoring rubrics from the committee. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger, Epps, Hankins-Booker. **NAY:** None. **Motion Passed.**

6. Discuss the preliminary FY 2026–2027 budget for Youth and Family Affairs

Committee grants and consider voting on the requested budget amount.

A copy of the FY 2026-2027 budget for the Youth and Family Affairs Committee may be obtained from the City Clerk's Office upon request.

Chairman Weger said as of July 1, 2025: \$410,000. Arts for All, \$55,000; Mary Detty, \$100,000; Lawton Public Schools, \$75,000; Youth Programs, \$105,000. And we do have a rollover from last year—expenditures of \$75,000. Expenditures to date: \$75,000 is Lawton Public Schools; United Way was \$4,335; Marie Detty was \$41,949. Total expenditures are listed there for you. Encumbrance obligations, expected or estimated expenditures, is \$218,000, leaving a balance of \$70,000. Anticipated obligation for the 26-27 budget: the Marie Detty Gang Unit is \$100,000; Lawton Public Schools, \$75,000; Arts for All is \$55,000 - \$230,000. Rollover from 25-26 is the \$70,000. Additional request of \$35,000. The target request for the budget is \$335,000, and this includes the funding for the YFAC grants in the amount of \$35,000 each, which would be three grants. If we wanted to do more than that, we would obviously have to request more. And we are requesting to keep the \$70,000 in rollover funds from the 25-26 budget that was not dispersed by those that were awarded the grants.

Taylor said now we know we have three visits because we only have money for three grants.

Chairman Weger said yes.

Hankins-Booker said unless we want to give someone less — can we do that?

Chairman Weger said yes.

Williams said you can also request more out of this account.

Hankins-Booker said so then we could do four.

Motion by Taylor, **Second** by Bailey, to accept the requested budget amount for the YFAC committee grants. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger, Epps, Hankins-Booker. **NAY:** None. **Motion Passed.**

Reports/Comments from Chairman and Committee Members

Fuqua said when we get together again, will we discuss the salaries for the ones that get approved for the grants?

Chairman Weger said we can.

Epps said potentially.

Hale said is that in the rubric?

Chairman Weger said no, it is not.

Fuqua said is there any salary requested from the applicants?

Chairman Weger said yes. They have those listed there for you — a breakdown of the percentage that they're going to use of that YFAC grant for salaries.

Epps said so the next time we come together, the rubrics would have been filled out, we would have conducted site visits, and then we'll come together, and we should discuss each one, because from that meeting, it should then move to Council.

Chairman Weger said that's correct.

Taylor said so now we just need to get dates for the site visits.

Branstetter said I can work on that. Do you want me to reach out to the organizations?

Chairman Weger said could you work on that and then email the committee as a whole regarding those dates?

Branstetter said yes.

Williams said just for clarification on the rubric, the part where it says application score at the very bottom, disregard that part. Just put your numbers in each of the boxes, and we'll add that up.

Reports/Comments from Staff

None

Audience Participation

None

Adjournment

Motion by Epps, **Second** by Taylor, to adjourn the February 17, 2026, meeting. **AYE:** Bailey, Hale, Fuqua, Taylor, Weger, Epps, Hankins-Booker. **NAY:** None. **Motion Passed.**

The meeting adjourned at 10:13 AM.

Item Title:

Review and discuss the FY 2026–2027 YFAC funding request from the Salvation Army Red Shield Youth Center for its After School and Summer Programs in the amount of \$35,000 and determine whether to recommend approval to the City Council.

Initiator: Bob Weger, Councilman - Ward 6

Information Source: Bob Weger, Councilman - Ward 6

Background:

The Youth and Family Affairs Committee first received the FY 2026–2027 YFAC funding request from the Salvation Army Red Shield Youth Center at the February 17, 2026, meeting. Committee members have since reviewed and scored the application, and a site visit was conducted on March 4, 2026. Mary Ann Hankins-Booker and Karen Bailey attended the site visit and will share their findings to assist the Committee in determining whether to recommend approval of funding to the City Council.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

Funding Application
Checklist from Internal Auditor
Committee Totals from Application Scoring Rubric
Site Visit Scoring Rubric Totals

Key Issues:

N/A

Funding Source:

PROPEL CIP Funding

Recommended Action:

Consider the FY 2026–2027 YFAC funding request from the Salvation Army Red Shield Youth Center for its After School and Summer Programs in the amount of \$35,000 and, if appropriate, recommend funding to the City Council.

ATTACHMENTS:

1. Salvation Army Red Sheild Youth Center Application Recd 1 30 2026
2. Salvation Army Red Sheild Youth Center Application Check List 2 6 2026
3. Salvation Army - Committee Totals from Application Scoring Rubrics
4. Salvation Army - Site Visit Combined Rubrics

Youth and Family Affairs Committee Application Checklist

☒	Completed Application
☒	Audited Financial Statement and Audit Report*
☒	Most recent Tax Return Form 990*
☒	Year to Date Financial Statement*
☒	Agency Budget/Organization Operating Budget
☒	501(c)(3) Letter of Exempt Status (Yours or Your Sponsor Organization)
☒	Current Organizational By-Laws or Operating Agreement
☒	Current List of Board of Directors
☒	Has reviewed the sample Support Agreement and agrees to adhere to all of the conditions of said agreement
☒	Any additional comments or information you believe would assist YFAC in the review/evaluation process

*If you are not required to complete Form 990 or Audit Report, provide documentation to support this exemption. Instead of Form 990 and Audit Report, you must provide financial statement provided by a third party.

NOTE: Complete application packets shall be submitted to the City Clerk's Office no later than 5pm on the last day of the application period.

1. Applications will be evaluated by YFAC
2. Site visit will be scheduled
3. YFAC will make a recommendation to the City Council regarding funding requests
4. City Council will approve/deny funding requests
5. City Clerk's office will be the point of contact for submitted reimbursement claims once an executed agreement is in place



Youth and Family Affairs Committee Project Funding Application

This grant application is for Youth Programs that will take place during the FY26-27 budget year (July 1, 2026 – June 30, 2027).

SECTION A

Agency	Salvation Army Red Sheild Youth Center	Years existing: 57	
Project/Program	After-school/Summer Programs	Program: Existing v	
Director's Name	Tiffany Hill	Phone	580-359-0424
Application Lead	Tiffany Hill	Phone	580-355-1802
Website	southernusa.salvationarmy.org/redshieldyouth	Fax:	580-355-1803
Email	Tiffany.hill@uss.salvationarmy.org	# Employees:	13
Physical Address	1315 SW F Ave Lawton, OK 73501		
Mailing Address	1315 SW F Ave		
Mission Statement: To empower and enrich our communities by supporting young people and their families through spiritual, educational, character-building, recreational, and relational programs. We aim to inspire youth to become active, productive members of their churches, families, and communities.			

SECTION B

CHECK ALL THAT BEST DESCRIBES YOUR PROGRAM/PROJECT

- ☐ Education for gang prevention/life skills
- ☐ Gang prevention
- ☐ Family basic needs

- ☒ After school/out of school skills program
- ☐ Mentoring program
- ☐ Parent/guardian workshop
- ☐ Parent/youth activities
- ☐ Basic Needs - providing, linking, and or referring (ie. Food shelter, resources)

What is the total funding requested?

\$35,000

How will YFAC funding be used?

Category (Salaries, Supplies, etc.)	Amount
Salaries	\$17,500
Supplies & Trax Survey	\$4,000/ 2,500
Occupancy	\$5,000
Scholarships	\$3,000
Field Trips	\$3,000
Total (subtotal if using additional sheets)	\$35,000

SECTION C: SUSTAINABILITY

PROGRAM BASICS: SUSTAINABILITY

Detail your program/project “SMART” goals. (specific, measurable, attainable, relevant and time-bound). List by each goal.

Relevant Goal: To provide a trusted, structured environment where young people grow academically, socially, and spiritually. With dedicated staff and measurable outcomes, we equip children and teens with the skills, guidance, and opportunities they need to thrive—both now and in the future. We aim to make a real impact on the lives of youth, their families, and the broader community.

Measurable Performance measure: To establish measurable performance indicators for goals will be through Trax Solution and Survey software.
Printed attachment.

Attainable Data collection plan: Printed attachment.

Measurable Performance and Attainable Data Collected

To establish measurable performance indicators for goals will be to the combination of quantitative tracking and assessments through **Trax Solution**.

1. Safety and Spiritual Wellbeing

- Measures physical safety, emotional safety, participation in spiritual activities, and connection to faith and growth in spiritual values.
- Boost resilience, reduce risks like depression and substance abuse, foster purpose, enhance coping skills, and promote healthy brain development by providing a sense of security, meaning, and connection, which helps them navigate stress and thrive. Fosters empathy, compassion, and moral values through a connection to something larger than themselves. A safe environment (physical protection, nurturing relationships) allows children to explore, learn, and build secure attachments.

2. Character and Social Emotional Development

- Measures leadership and resiliency, sense of belonging, positive relationships, growth in leadership skills.
- Provide opportunities for leadership roles to develop foundational skills such as communication, problem-solving, conflict resolution, and goal setting. Al developing key emotional skills such as empathy and self-regulation.

3. Education & Healthy Lifestyles, and Engagement/Fun

- Measures grades progression (improves grades and GPA), attendance, homework completion, graduation and healthy lifestyles.
- Encourage physical activity that supports fitness, teamwork, and well-being. Introduce students to S.T.E.M education through fun, hands-on activities promoting creativity and problem-solving. Helping to identify strengths, weaknesses, and areas needing improvement.

4. Community Engagement and Leadership

- **Network Building:** Track "meaningful learning experiences" and leadership opportunities through participation in community service and events and/or work-study programs.

Relevant Ultimate Outcome:

Our ultimate objective is to foster youth development by increasing the number of young people reporting consistent connection with adult mentors and having a spiritual foundation. By cultivating these foundational relationships, we aim to drive higher on-time graduation rates and ensure successful transitions into higher education or the modern workforce. Instill positive quality of life. Our programs are designed to measurably reduce high-risk behaviors. Furthermore, we empower families by improving parental awareness of youth needs and fostering active participation in community-building efforts, ultimately enhancing long-term quality of life through essential life-skills development.

Time Bound Timeline:

Timeline is inside the phase of goals.

Provide a schedule of activities.

Attached

How long is this program expected to last? What measures will determine visibility?

We will not end the program, but ensure its excellence for years to come. By prioritizing quality improvement and utilizing Trax Solution Program data, we will track student progress in safety, spiritual, character and social-emotional, community engagement and fun areas to ensure the program remains a viable and a impactful resource.

What are your goals for years 2-6 & 7-10?

Attached

SECTION D: PROGRAM BASICS**Has the program received funding from other resources? From Whom?**

Program has received funds from United Way to help to with building repairs, transportation, and teen scholarships. Priddy Foundation granted us with security system technology to ensure safety including new security cameras, printers, and 2 staff computers. Also received a plumbing repair grant through the Priddy Foundation. Classic Chevrolet grants us \$20,000.

RSYC After-School Schedule of Activities

Monday: Skill Builders/Life Skills

- **3:00 PM - 4:00 PM:** Arrival Homework Help, Tutoring & Learning Games, Snacks
- **4:05 PM – 4:45 PM:** Stem Project/ Life Skills
- **4:45 PM – 5:25PM:** Outside/Free play (Member's Choice -Gym, Rec Room)
- **5:30 PM - 6:15 PM:** Meal/Snack & Social Time/ Dismissal

Tuesday: Creative and Community Corner

- **3:00 PM - 4:00 PM:** Arrival Homework Help, Tutoring, & Learning Games, Snacks
- **4:05 PM – 4:45 PM:** Art Workshop (Drawing, Painting, Crafts)/ Community Workshop
- **4:45 PM – 5:25 PM:** Organized play - Gym/Outside
- **5:30 PM - 6:15 PM:** Meal/Snack & Group Discussion/ Dismissal

Wednesday: Active & Wellness

- **3:00 PM - 4:00 PM:** Health & Wellness Talk (Mental Health, Nutrition), Snack
- **4:05 PM – 4:45 PM:** Career Exploration/ Finance/ Guest Speaker
- **4:50 PM - 5:25 PM:** Organized play - Gym/Outside
- **5:30 PM - 6:15 PM:** Meal/Snack & Review Health & Wellness/ Dismissal

Thursday: Future Focus

- **3:00 PM - 4:00 PM:** Arrival Homework Help, Tutoring & Learning Games, Snacks
- **4:05 PM - 4:25 PM:** Bible Study
- **4:30 PM - 5:25 PM:** Organized play - gym/outside
- **5:30 PM - 6:15 PM:** Meal/Snack & Group Discussion / Dismissal

Friday: Fun & Social

- **3:00 PM - 4:00 PM:** Board Game Tournament/Video Games
- **4:05 PM - 4:45 PM:** Community Service / Field Trip / Member's Choice
- **4:50 PM - 5:25 PM:** Free play (Member's Choice -Gym, Rec Room, Game Room)
- **5:30 PM - 6:15 PM:** Meal/Snack & Social Time/ Dismissal
 - **Subject to change on Field Trip Days**

Weekend (Optional/Special Events):

- **Saturday:** Sports or Field Trips (Museum, Park, Volunteer Project/Community

RSYC Summer Schedule of Activities

Time Block	Monday: Skill Builders /Life Skills	Tuesday: Creative and Community	Wednesday: Wellness & Spiritual	Thursday: Field Trip Day/ Future Focus	Friday: Fun & Social
8:00 – 9:00 AM	Arrival Breakfast Free Play	Arrival Breakfast Free Play	Arrival Breakfast Free Play	9:30 AM Field Trip Departure	Arrival Breakfast Free Play
9:00 – 10:00 AM	Skill Builder	Creative	Wellness	Trip	Weekly Recap Circle
10:00 – 11:30 AM	Out/Inside Play	Out/Inside Play	Water Play: Outdoor Water Activities	Trip	Out/Inside Play
11:30 – 1:00 PM	Lunch & Quiet Time	Lunch & Quiet Time	Lunch & Quiet Time	Lunch at Location	Lunch & Quiet Time
1:00 – 2:30 PM	Life Skill	Community Lessons/ Engagement	Bible Study	Future Focus/ Hands on Activities	Talent Show / Performance
2:30 – 3:30 PM	Outdoor/Inside Organized Games	Outdoor/Inside Organized Games	Outdoor/Inside Organized Games	2:45 PM Return to Center	Outdoor/Inside Organized Games
3:30 – 5:00 PM	Snack & Member Choice	Snack & Member Choice	Snack & Member Choice	Snack & Member Choice	Snack & Member Choice
5:00 – 5:30 PM	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal



The Salvation Army Red Shield Youth Center Goals

Phase 1: Staff Structure, Relationship Building, Foundation (Years 1-10, Continuous Goals) Establishing clear communication, fostering trust, defining roles, creating connection points, and aligning on shared vision through consistent, collaborative planning, and authentic interactions, ensuring everyone feels valued and understands their contribution to the team's success. Raising funds to pay competitive wages to attract/retain talent, link it to project success (quality staff = better outcomes). Quality training for staff. Establishing a safe, inclusive environment helps with emotional security, reduces stress, allows for confident exploration, leading to better cognitive, social, and academic development. Purchase Trax Solution Software. This will be continuous goal.

Phase 2: Curriculum and Program (Year 1 & 2-10, Continuous Goals) Launching national recognized Positive Action Curriculum. Our domains are Safety & Spiritual Wellbeing (The Salvation Army's first purpose has been and always will be the salvation of the world. The Red Shield Youth Center continues this mission), Character and Social Emotional Development/Risk (provide opportunities for leadership roles to develop foundational skills such as communication, problem-solving, conflict resolution, and goal setting. Also developing key emotional skills such as empathy and self-regulation.), Education & Healthy Lifestyles, and Engagement/Fun (encourage physical activity that supports fitness, teamwork, and well-being) and STEAM (Introduce students to STEAM education through fun, hands-on activities promoting creativity and problem-solving).

Phase 3: Empowerment & Sustainability (Years 3-10, Continuous Goals) Focuses on long-term impact ensuring the programs and space are self-sustaining and continues to meet evolving community needs. Continues improvement on all existing programs. Launch Music and Arts program which develop creative talent and exploration of various forms of artistic engagement. Implementing youth voice program, where youth vote on activities of their interest. Regularly survey participants and use data analytics to measure the impact of the initiatives and make informed adjustments. Continuous training, workshops, and convention for staff.

How many years has the program existed?

59

What is your proposed staff/volunteers:

Full Time Staff: 2

Part Time Staff: 11

Volunteers: 25

What is your projected number/percentage of low-income participants served?

145/95

PROGRAM DEMOGRAPHICS

Existing Programs ONLY Not Applicable

Describe program background to include year started, activities and accomplishments.

Year Started: The Salvation Army Boys & Girls Club of Lawton opened in 1966.

Activities: Current programs include affordable childcare, sports, S.T.E.M, youth nights, and special events. Our programming focuses on safety, spiritual, character, and social-emotional development, education, healthy lifestyle, engagement, and fun.

Accomplishments: Recognized for dedication to academic excellence, leadership, and volunteer service. Provided a safe, nurturing environment fostering personal growth and spiritual development, and structured environment that moved students from academic struggle to honor-roll status through personalized tutoring and mentorship. Engaged in, and contributed to, the Lawton community through, volunteerism and character-building activities. Selected as the 2024 Lawton Boys & Girls Club Youth of the Year for outstanding leadership and commitment to the community. Promoted physical health and character development through encouraging local youth to adopt active lifestyles and positive social habits. Mentored youth in local service projects, including significant participation in the annual Red Kettle Campaign.

Number of unduplicated individuals served last year/last time program was active:

0-5 yrs. old: 0

6-12 yrs. old: 110

13-18 yrs. old: 24

19+ yrs. old: 0

What is the number of families served?

70

What was the total number of individuals served from the City of Lawton?

African American: 84

Asian: 4

Alaskan:

Caucasian: 29

Hispanic: 6

Indigenous:

Pacific Islander:

Multiple: 11

Other:

Male: 71

Female: 63

Other: Self Designated:

SUCCESS STORIES

Provide 3 success stories

Written by program staff on behalf of participant

Isaiah's commitment to personal growth and his leadership skills set him apart from others at the Salvation Army Red Shield Youth Center(TSA RSYC). As a devoted club member, he consistently participated in activities and always took the initiative to help his peers. His dedication to the club was recognized when he was awarded Club Member of the Year, a testament to his hard work and passion for the club.

The club didn't stop there. Isaiah's achievements caught the attention of the Statewide TSA RSYC Youth of the Year award committee, and he was selected as a finalist for his outstanding contribution to the club and community. As part of the award process, we worked with Isaiah to prepare a compelling speech that would showcase not only his accomplishments but also his vibrant personality and heart for service.

Isaiah delivered his speech with confidence, sharing his story and the lessons he learned at TSA RSYC, ultimately earning the Youth of the Year title. His journey highlights the impact that mentoring, community, and confidence-building can have on a young person's life. Isaiah's recognition as Youth of the Year is a reflection of his perseverance, the guidance from TSA RSYC, and his unwavering commitment to becoming the best version of himself.

Written by program staff on behalf of participant

Eli, a 6th grader from Bishop Elementary, has shown tremendous growth since joining TSA RSYC. His journey has been one of dedication, enthusiasm, and an eagerness to help others. Eli was selected as Junior Club Member of the Year, an honor that recognizes young members who demonstrate leadership potential, academic improvement, and community involvement.

Despite his young age, Eli was always ready to lend a hand, whether helping with younger children or taking the initiative in club activities. His positive attitude and leadership skills made him an excellent role model for his peers.

Eli's achievement as Junior Club Member of the Year is a reflection of his hard work and the support he received from the TSA RSYC staff. He's now more motivated than ever to continue excelling and contributing to his community, and we're proud to support his growth as a young leader.

Written by program staff on behalf of participant

Braden, a young boy who lived just across the street from the youth center, faced significant financial challenges. His parents, unable to afford the membership fees for the TSA RSYC programs, were worried about his lack of access to afterschool care and support. However, thanks to our scholarship program, Braden was able to receive a full ride with no expense, allowing him to join the youth center and access the invaluable resources we offer.

Once Braden joined the youth center, he immediately began taking advantage of the programs available. He received much-needed homework help from our dedicated staff and engaged in the various activities that the center offers, from STEM workshops to leadership development sessions. The positive impact on Braden was immediate. Not only did his academic performance improve, but he also gained a sense of belonging and confidence that had previously been missing.

Braden's success story is a reminder of how the scholarship program is not just about providing financial assistance; it's about opening doors for kids like Braden, who otherwise might not have had access to the resources they need to succeed. Through this program, Braden has found his confidence, built lasting relationships, and is now on the path to achieving his personal and academic goals.

Existing and New Programs

If there are similar programs in Lawton, describe how the program/project is significant and different.

We are not like many other community centers offering after-school or summer programming. We offer day camps, sports, S.T.E.M, mentorship programs, tutoring, and life skills training. The Salvation Army's focus is to present excellent programming that remains affordable for economically disadvantaged youth. We provide scholarships that enable us to reach youth that otherwise would not have an opportunity to attend any other program. Our program also offers integrating faith based character building like empathy, self-regulation, and leadership, emphasizing spiritual development, morality, ethics, and unconditional love. We offer a two weeks of summer camps free of charge for members and non -members that focus on social skills, teamwork building, and individual skills. The Salvation Army blends social service with spiritual values, aiming to address core needs and build resilience for future challenges for at-risk and low income youth, providing essential services like nutritious meals, clothing, and safe space, and opportunities to help with prevention of being incarcerated.

Explain the experience the staff/volunteers have to meet the needs of those to be served.

Staff and volunteers must possess experience in positive youth development and conflict resolution, alongside a genuine commitment to understanding and valuing diverse backgrounds. The role focuses on mentoring youth to build essential leadership, respect, and life skills. We seek individuals who are reliable, non-judgmental, and adaptable in providing the support and community connection necessary for personal growth. To ensure a secure environment, all personnel are required to complete the Safe from Harm certification, which provides specialized training on protecting and supporting vulnerable individuals.

List and describe collaborations.

M.I.G.H.T - Helps with our feeding program.
LPS - Help identify and address specific family needs and transportation.
Health Department - Summer events to promote health.
Sam's - Helps support our center by donating supplies.

How will the program limit access to Lawton and at-risk youth and their families?

The Salvation Army Red Shield Youth Center after-school and summer programs significantly limit access for at-risk youth and their families through four primary barriers: cost, transportation, limited availability, and inconvenient hours. These challenges are increased substantially, 2026 state subsidy funding for school age children shifts that disproportionately impact low-income families.

PROGRAM EFFECTIVENESS

All programs must align with at least one building block for healthy development listed in the Search Institute of America's 40 Developmental Assets. Select one from each of the 4 categories for both Internal and External for a total of 8 selections. Describe how they line up with the program/project.

INTERNAL ASSET

Choose One 	Choose One
Support	3 - Other adult relationships
Other Adult Relationships: Program staff and volunteers become trusted non-parent mentors. Caring School Climate/Neighborhood: Creates a safe, encouraging environment outside of home/school. Youth need to be surrounded by people who love, care for, appreciate, and accept them.	
Choose One 	Choose One
Empowerment	7 - Community Values
Community Values Youth - Respect and recognition- Adults actively listen to youth concerns about local issues, praise the efforts for school or activities, and don't dismiss their opinion as kid stuff. Service to Others: Opportunities for community service. Safety: Provides a physically and emotionally safe space Youth need to feel valued and valuable. This happens when they feel safe and respected.	
Choose One 	Choose One
Boundaries/Expectations	14 - Adult Role Models
Adult Role Models: Staff model positive behaviors. Positive Peer Influence: Group settings encourage positive friendships. High Expectations: Encouraging youth to strive for success. Center Boundaries: Center creates clear rules and consequences. Youth need to have clear rules, consistent consequences for breaking rules, and encouragement to do their best.	
Choose One 	Choose One
Constructive Use of Time	18 - Youth Programs
Youth Programs: The core of after-school/ out of school (life skills, arts, sports, camps). Youth need opportunities — outside of school — to learn and develop new skills and interests with other youth and adults.	

EXTERNAL ASSETS

Choose One	Choose One
Commitment to Learning	23 - Homework
Homework help, tutoring, engaging activities that build academic skills (reading, STEM).	
Youth need a sense of the lasting importance of learning and a belief in their own abilities. Success in one area often motivates students to tackle new challenges.	
Choose One	Choose One
Positive Values	30 - Responsibility
Service projects foster caring, honesty, and responsibility.	
Youth need to develop strong guiding values or principles to help them make healthy life choices.	
Choose One	Choose One
Social Competencies	33 - Interpersonal Competencies
Interpersonal and resistance skills, teamwork, conflict resolution through group activities.	
Youth need the skills to interact effectively with others, to make difficult decisions, and to cope with new situations.	
Choose One	Choose One
Positive Identity	38 - Self-Esteem
Developing self-esteem, sense of purpose, and personal power through achievements and leadership roles.	
Youth need to believe in their own self-worth and to feel they have control over the things that happen to them.	

Attach additional pages as needed. Check if additional sheets are used ☒

EXTERNAL ASSETS

Choose One	Choose One
Commitment to Learning	23 - Homework
Homework help, tutoring, engaging activities that build academic skills (reading, STEM).	
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Attach additional pages as needed. Check if additional sheets are used ☐

PROGRAM BUDGET

Current program budget. Complete attached budget sheet.

\$236,700

List current funding sources

Category	Source	Amount
Fundraising	Choose One	\$50,000
United Way	Choose One	\$57,000
TSA Women Auxiliaries	Choose One	\$5,500
TSA Store Roundup Fundraiser	Choose One	\$8,000
Membership Fees	Choose One	\$35,000
Local Donations	Choose One	\$11,200
Contributions	Choose One	\$15,000
Other Organizations Grants	Choose One	\$20,000
	Choose One	\$
Total (subtotal if using additional sheets)		\$201,700

Use additional sheets if necessary. Check if additional sheets are used ☐

The City of Lawton strongly encourages you to take courses on finding and applying for additional grant funding.

1. List any grant training you have pursued and provide documentation of attendance. Check if you've provided documentation ☒

Grant Seeking Essentials Certificate Program
--

2. Provide training certifications obtained. Check if you've provided certifications ☒

Attached

Certificate of Completion

This record of completion is granted to

Tiffany Hill

for having successfully completed the NonprofitReady

Grant Seeking Essentials Certificate Program

Completion Date: Sunday, January 11, 2026

Provider: Cornerstone OnDemand Foundation



A handwritten signature in cursive script, reading "Tina Bolding".

Tina Bolding
Director of NonprofitReady
Cornerstone OnDemand Foundation

3. List additional grant funding opportunities you are pursuing or have been awarded:

United Way
Priddy Foundation
T.L. Williams
Torch

Youth & Family Affairs Committee (YFAC) Minimum Requirements – Application Completeness Check Sheet

Goal of YFAC: COL 2-3-9-366 *successful implementation of eligible programs aimed at developing life and career enhancing skills for the youth of Lawton while helping them avoid involvement in the criminal justice system.*

Purpose: This checklist is used to determine whether an application is *complete and eligible for scoring*. Applications missing any required item may be deemed incomplete and not advanced for review.

Organization: Salvation Army Red Sheild Youth Center

Pre-application training date: 1/8/2026

A. Basic Eligibility (Must Meet All)

- ☐ Program serves at-risk youth - **The application doe not specify how “at-risk” will be served*
- x Program provides life skills and/or career-enhancing skills
- x Program is non-athletic (academic, enrichment, prevention, or life skills)
- x Program benefits youth residing within Lawton city limits
- x Program aligns with at least one Internal and one External category of the *Search Institute’s 40 Developmental Assets*

B. Application Form – Required Sections Completed

Section A – Agency & Program Information

- x Agency name, years existing, and program/project name
- x Director and Application Lead contact information
- x Physical and mailing addresses
- x Mission statement
- x Program type(s) selected (checkboxes)
- x Total funding amount requested
- ☐ Use of YFAC funds clearly identified - **Scholarship needs to be explained. The budget lists request of \$35,000 but no match amount or category is listed*

Section C – Sustainability & Program Design

- ☐ At least one SMART goal listed – *Goal is not specific, measurable or time bound*
- x Performance measure identified for each goal
- x Data collection plan described
- x Ultimate outcome stated
- x Timeline provided
- x Schedule of activities included
- x Program duration and sustainability/visibility measures explained
- x Long-term goals (Years 2–6 and 7–10) addressed

Section D – Program Basics & Demographics

- x Program funding history disclosed (if applicable)
- x Program start year or new program identified
- x Staff and/or volunteer structure described
- x Projected number/percentage of low-income participants provided
- x Age group data completed
- x Demographic data completed
- x Total individuals served from Lawton identified

C. Program Quality & Effectiveness Requirements

Program Description

- x Clear description of program activities
- x Population served clearly defined
- x Explanation of program need/significance
- x Description of staff/volunteer experience
- x Explanation of how program is unique (or differs from similar programs)
- x Description of collaborations/partnerships
- ☐ Explanation of how access is limited to Lawton and at-risk youth – *No, it does not explain how they will target specifically Lawton youth or at-risk youth.*

Program Effectiveness

x 40 Developmental Assets selections completed:

- x At least 1 Internal Asset per category
- x At least 1 External Asset per category
- x Three (3) success stories/testimonials included (staff- or client-authored)

D. Budget Requirements

x Program Budget Sheet completed

x Proposed Program Expense Detail completed

x Budget totals are mathematically correct

☐ Budget reflects realistic and sustainable use of funds - [*Explanation of scholarships is needed to ensure it is an allowable expense.](#)

E. Organizational & Financial Attachments

x Audited Financial Statement (if annual income $\geq$ \$100,000; dated within last 18 months)

x Most recent IRS Form 990 / 990-EZ (with Schedule A, if applicable)

x Year-to-Date Financial Statement (Balance Sheet & Profit and Loss)

x Current Organizational Operating Budget

x 501(c)(3) Determination Letter (or fiscal sponsor letter)

x Current Organizational By-Laws or Operating Agreement

x Current list of Board of Directors

F. Administrative Acknowledgements

x Reviewed and agreed to Sample Support Agreement

x Application submitted by deadline

Staff Use Only

Application Status: ☐ Complete X Incomplete – [See Notes](#)

Reviewed by: Cynthia Williams Date: 2/6/2026

Committee Total
190



Salvation Army -
Red Shield Youth Center

Youth & Family Affairs Committee
City of Lawton, Oklahoma
212 SW 9th Street
Office of the Mayor
Lawton, OK 73501

tammy.branstetter@lawtonok.gov

Scoring Rubric for Grant Application

All applications requesting consideration by the YFAC for funding must:

1. Be focused on at-risk youth
2. Provide opportunities for life and/or career enhancing skills
3. Demonstrate how the program will help at-risk youth succeed by:
 - a. Increasing the percentage of youth that stay in school
 - b. Increasing the percentage of youth that stay active in programs that foster youth development
 - c. Otherwise prevent youth involvement in crime and help the youth develop into productive adults
4. Be for academic or other non-athletic related activities and life skills
5. Be restricted to citizens living within the Lawton city limits

Scoring Rubric for Grant Application

Program Description: Maximum 10 Points Possible

1. Provide a description of the program, including:
 - a. Program activities
 - b. Population served
 - c. Collaboration with other organizations or programs
2. Explain the significance/importance of the program.
3. Share the program's significant accomplishments over the last few years.
 - a. If this is a new program, what experience or expertise does the staff have to address the needs of those served?
4. Are there similar programs in Southwest Oklahoma? If so, how is your program unique/different?
5. Discuss program strategies, including prevention and intervention tactics used.
6. How will the program ensure access to services for those most in need?
7. If awarded, how will CITY OF LAWTON YFAC funding be used? Which specific aspects (line items) of the program would CITY OF LAWTON YFAC funding be used for?
8. If awarded an amount lower than requested, what aspects of the program would be changed or deleted as a result? Give specific examples of what the program would do if it only received 80% and 70% of the funding requested.
9. Provide a brief description of the organization's capacity and relevant experience in facilitating the proposed program funding request.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-5	POINTS: 6-10
1. Program description is incomplete or lacking explanation of program activities, population served, numbers served last year, numbers expected to serve this year, and/or program does not collaborate with other organizations/programs. 2. Program cannot demonstrate its need or significance in the community. 3. Program has not had any measurable accomplishments. If a new program, no special expertise will be offered to the community through this program. 4. Program is not unique and/or duplicates services offered by other partners/organizations.	1. Program description is comprehensible and complete. Targeted population aligns with YFAC mission. (see first page) 2. Program states a marginal need/significance for the community 3. Program has had at least 1 measurable accomplishment during the last few years. If a new program, expertise and impact that only this program can offer is fully explained. 4. Program is unique in that its services are unduplicated in the community and/or they serve a target market that other like programs are unable to reach. 5. Program strategies incorporate prevention or intervention tactics but not both.	Organization meets all criteria for Adequate AND: 1. Program description is exceptional. Activities of the program are clearly explained. Target population aligns with YFAC mission (see first page) 2. Program shows significant need in our community. 3. Program has had 2 or more measurable accomplishments during the last few years. If a new program, special expertise that only this program can offer is fully explained. 4. Program is unique in its services to the community. 5. Program strategies incorporate both prevention and intervention tactics 6. Program is accessible in a multitude of ways to its target audience/users. Program goes

5. Program strategy does not incorporate prevention nor intervention. 6. Program is unable to describe how they will reach their target audience and/or program is not accessible to the target audience. 7. The program is unable to describe how YFAC funding will be used. 8. The program is unable to describe what changes the organization would make if they received a lower than requested amount of funding. Program did not give specific examples. 9. Organization does not have relevant experience and/or capacity to operate the program.	6. Program paints a clear picture of how they will reach their target audience. Program is accessible to its target audience/users. 7. Use of YFAC funding is clear but does not make a significant impact in the program's ability to provide services to the community. 8. The program clearly describes what changes the organization would make if received lower than requested funding. Program gives at least 1 specific example at either 80% or 70% of funding. 9. Organization has relevant experience and has demonstrated the capacity to operate the program	above and beyond expectations to be available for its target audience. 7. YFAC funding creates a significant impact 8. The program not only clearly describes changes made if organization received lower than requested funding but gives specific examples of additions deletions of program services. Also, specific examples of funding reductions at 80% and 70% are provided. 9. Organization has done a more than adequate job in past with operating (including financial appropriations) the program for which they are requesting funding.
Total	Total	Total _____ Total for Program Description

Program Effectiveness: Maximum 20 Points Possible

1. Please complete the following: A) Prior Year Program Goals and Outcomes (if any); (B) Projected Program Outcomes and Goals
2. Describe methods that will be used to collect and analyze data.
3. How often will data be collected?
4. Explain how you will determine that your program is effectively working and meeting its goals?
5. If applicable, describe challenges or barriers that may impact your program and how they will be addressed.
6. Who will manage the outcome measurement process of the program?
7. How well does the application explain its alignment with the 40 Developmental Assets, and how well does it explain in detail how the program will reflect and measure outcomes that secure the listed assets. The document describes which of the three Developmental Assets it is working with, and lists one asset in each category (including both internal and external assets categories).
8. Please complete the **Success Stories** information below by submitting 3 success stories/testimonials from clients highlighting the success or need for the program for which you are requesting funding. You may choose to ask a client to write their own experience, or summarize their experience and submit it on their behalf. Please indicate in each story if it was written by the client or by your organization. Clients may remain anonymous when providing this requirement.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-10	POINTS: 10-20
1. Goals and Outcomes are not clearly stated. 2. It is unclear to the reader which methods will be used to collect and analyze data. 3. It is unclear how often data will be collected. 4. Answer is unclear as to how the program will effectively work to meet its goals. 5. It is unclear whether there are significant challenges/barriers. 6. It is unclear who will manage the outcome 7. The application does not list the applicable document, does not list a minimum of one asset in each category, and does not provide sufficient detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are not relevant to the program for which the funding is being requested.	1. All goals and outcomes are clearly stated. 2. Methods to be used to collect data are clearly defined and make sense. 3. Time line for data collection is given. 4. There are proof measures offered to allow the reader to understand that the program will be able to be measured to determine it is effectively working and meeting its goals. 5. N/A is entered or challenges/barriers are defined and identified. How challenges/barriers will be addressed by the program is clear. 6. A name/title/position of person in the program/organization is given as the responsible party for the outcome measurement process. 7. The application lists the appropriate Developmental Assets document, lists a minimum of one asset in each category, and provides sufficient detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are relevant to the program for which funding is being requested.	Organization meets all criteria for Adequate AND: 1. The individualized goals for each program are reasonable, attainable, and measurable. 2. Examples of how the methods to be used to collect data are given. 3. Detailed timeline for data collection is given. 4. The proof offered shows a direct and clear link to show how the program is effectively working and meeting its goals. 5. Examples are given as to how the organization will overcome the challenges/barriers. 6. Years and experience of the person named as managing the outcome measurement process is given. 7. The application meets the criteria for "Adequate" AND lists more than a one asset in multiple categories, and provides clear and organized detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are a combination of both staff and client authored. Stories are relevant to the program for which funding is being requested.
Total	Total	Total ____ Total for Program Effectiveness

Program Budget: Maximum 10 Points Possible

1. Please complete the *Program Budget Sheet*.
2. Please complete the *Proposed Program Expense Detail*. Provide a list, in order of program priorities, of how CITY OF LAWTON YFAC funds will be used. (Example: Tuition for students - \$10,000; Transportation for students - \$8,000; Books for students - \$2000)

- The budget is realistic and reflects efficient use of program funds that address the funding request.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-5	POINTS: 6-10
1. Form is not completely filled out and/ or the budget does not use program funding effectively to meet objectives/goals. Program does not demonstrate sustainability and/or budget is unrealistic for the program. Budget has significantly higher expenses than income. 2. Demonstrated no knowledge of or training related to grants. Does not identify potential grant opportunities. Has not applied for or secured any external grant funding.	1. Form is completely filled out. The budget uses program funds effectively to meet proposed objectives and support goals. Program demonstrates sustainability and is realistic. Excess (either expenses or income) is marginal. 2. Demonstrated some basic knowledge of grant processes. Has identified or explored potential grant opportunities. Has made limited attempts to apply for grants or has pursued at least one additional funding source.	Organization meets all criteria for <i>Adequate</i> AND: 1. The budget reflects the best value for money spent. Excess (either expenses or income) is marginal or is not present. 2. Has completed formal training or certification in grant writing or grant management. Actively pursued multiple grant opportunities on an ongoing basis. Has successfully secured external grant funding to support programs, projects, or initiatives.
Total	Total	Total _____ Total for Program Budget

Organization Information: Maximum 6 Points Possible

1. Provide a brief description of the **organization's mission**.
2. Provide a brief description of your organization's Board of Directors/volunteer leadership/governing body structure.
 - a. How do they demonstrate an active role in the organization?
 - b. What percentage of Board Members make an annual financial contribution to your organization?
 - c. What is the total amount of funding Board Members contribute annually to your organization?
- 3.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-3	POINTS: 3-6
1. Organization's/Program's mission and goals were not stated. 2. Organization has a lack of Board organization and/or the Board of Directors are not active in volunteering their time, talent, and treasure.	1. Organization's mission and goals are stated but unclear. 2. Organization's board is actively involved & financially contributing.	Organization meets all criteria for Adequate AND: 1. Organization's mission and goals are clearly stated. 2. Board participates on committees and assists with fundraisers. Organization's Board has 100% financial participation.
Total	Total	Total _____ Total for Organization Information

*This requirement only applies to current and re-applying funded partner agencies

Organization Financials: Maximum 6 Points Possible

1. Attach an **Audited Financial Statement** (for organizations with an annual income of \$100,000 or more). Audit must cover the fiscal period ending not more than 18 months prior to June 30 (i.e. audit must be dated December or after).
2. Attach most recent **IRS 990**, including Schedule A or 990 EZ (State and Federal applications require additional paperwork for 990)(if required to file one)
3. Attach a **Year to Date Financial Statement** (balance sheet and profit & loss statement) for entire organization.
4. Please complete **Current Organizational Budget** for the entire organization, including expected revenue and expenses.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-3	POINTS: 3-6
1. Audited Financial statement is missing, incomplete, or is more than 18 months old. 2. IRS 990 or 990 EZ is missing or has not been filed with the IRS. The form is more than 18 months old. 3. A current budget for the entire organization is missing and/or incomplete. The revenue and expenses of current budget show a huge excess or deficit. 4. A Year to Date Financial Statement is incomplete, lacking balance sheet and/or profit and loss statement. The organization has high expenses and low income overall.	1. Audited Financial Statement has been submitted and is not more than 18 months old. If findings appear in the audit they are not explained and/or no plan for rectification of findings is given. 2. IRS 990 or 990 EZ has been submitted to the IRS and is not more than 18 months old. 3. A Current Budget has been submitted. The revenue and expenses of the current budget show some excess or deficit but nothing insurmountable. 4. A Year to Date Financial Statement is complete with balance sheet and profit and loss statement. The organization shows relatively even expenses and incomes.	Organization meets all criteria for Adequate AND: 1. No findings appear in Audit or if findings appear the agency can explain, in detail, rectification for the finding. 2. Submitted documentation reflects exemplary financial practices. 3. Current budget is reasonable. No deficit and/or minimal deficit occurs. 4. Year to Date Financial statement is reasonable and shows exemplary financial practices.
Total	Total	Total ____ Total for Organization Financials

31
 44
 49
 41
 25
 190
Organization Points Tally:

A 31	B 44	C 49	D 41	E 25	190
Organization Information (10 Max)	Program Description (10 Max)	Program Effectiveness (18 Max)	Proposed Program Budget (6 Max)	Organization Financials (6 Max)	TOTAL (50 Possible)
5+6+5+6+3+4+2	5+11+5+6+4+5+8	10+4+10+10+7+0+8+	5+10+5+2+7+10+2	0+6+6+3+3+3+4	25+37+31+27+24+22+24

Application Score (50 points possible) Counts as 75% of total score For Example 40/50 x .75 = %	Partner Visit Score (25 points possible) Counts as 25% of total Score For Example 22 points = 22%	Total of App. + Total of Partner = Final Score
_____/_____.75 = ____	____	
Points Possible % of Scored points total of App.	Points=% from Partner Visit	

Program Requested Amount / Final Score = _____
For example: XYZ program requested \$50,000 x 60% = \$30,000.00

Note: Programs selected for site visits will have an additional 25% of their total score based upon the outcome of the site visit with the organizing managers, board members, responsible parties.

Scoring Rubric for Site Visit

Every question is worth 1 point. 20 points are possible for the site visit. This score needs to be entered into the equation on page 8 of the *Scoring Rubric for Grant Application* form.

Question	Yes=1	Sort of=.5	No=0	N/A
1 Do you understand what the program does?				
2 Did you walk away feeling good about what the program does?				
3 Was essential program staff present?				
4 Did you feel welcomed by the Board Members and staff at the Site Visit?				
5 Did the organization and program staff and board members act interested and knowledgeable?				
6 Did the organization/program staff answer all questions sent to them before the site visit?				
7 Were you given a tour of the facility in which the program will operate?				
8 Was the staff able to answer questions with confidence?				
9 Did answers given during the site visit correlate with answers provided in the grant application?				
10 Did the organization/program staff and board members emphasize a need for the program?				
11 Were relevant examples given of how the program will operate?				
12 Answers given by staff and board members were similar and were NOT contradictory?				
13 Did it appear that staff and board members had a positive working relationship?				
14 Are you confident that the program has no major issues with regard to how it operates?				
15 Were you positively impressed by staff and board members during your visit?				
16 Do you feel like this is a needed program in our area which deserves funding from the City of Lawton YFAC to operate?				
17 Were all your questions during the visit answered?				
18 Do you think the program is unique and NOT an unnecessary duplication of services of other local programs?				
19 Did you have an overall positive experience at the site visit?				
20 Did you feel the leadership of the program is adequate to reach goals?				
Total of each column	17+14	1+2	0+1	0+1
Overall Total	31	3	1	1

If you answer "No" or "N/A" and the organization provided a valid reason why they did not/could not receive a "Yes", please share their explanation on the reverse side of this sheet.

Item Title:

Review and discuss the FY 2026–2027 YFAC funding request from the Lawton Food Bank for its Harvest Hope Market Program in the amount of \$35,000 and determine whether to recommend approval to the City Council.

Initiator: Bob Weger, Councilman - Ward 6

Information Source: Bob Weger, Councilman - Ward 6

Background:

The Youth and Family Affairs Committee first received the FY 2026–2027 YFAC funding request from the Lawton Food Bank for its Harvest Hope Market program at the February 17, 2026, meeting. Committee members have since reviewed and scored the application, and a site visit was conducted on March 5, 2026. Mary Ann Hankins-Booker and Joshua Hale attended the site visit and will share their findings to assist the Committee in determining whether to recommend approval of funding to the City Council.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

Funding Application
Checklist from Internal Auditor
Committee Totals from Application Scoring Rubric
Site Visit Scoring Rubric Totals

Key Issues:

N/A

Funding Source:

PROPEL CIP Funding

Recommended Action:

Consider the FY 2026–2027 YFAC funding request from the Lawton Food Bank for its Harvest Hope Market Program in the amount of \$35,000 and, if appropriate, recommend funding to the City Council.

ATTACHMENTS:

1. Lawton Food Bank Harvest Hope Market Application Recd 1 30 2026
2. Lawton Food Bank Harvest Hope Market Application Checklist 2 9 2026
3. Lawton Food Bank - Committee Totals from Application Scoring Rubrics
4. Food Bank - Site Visit Combined Rubrics



City of

Lawton

Youth and Family Affairs Committee Project Funding Application

This grant application is for Youth Programs that will take place during the FY26-27 budget year (July 1, 2026 – June 30, 2027).

SECTION A

Agency	Lawton Food Bank	Years existing: 40	
Project/Program	Harvest Hope Market	Program: New 	
Director's Name	Alex Minter McCann	Phone	580-581-9385
Application Lead	Alex Minter McCann	Phone	580-581-9385
Website	lawtonfoodbank.org	Fax:	N/A
Email	Alex@lawtonfoodbank.org	# Employees: 5	
Physical Address	1819 SW Sheridan Lawton, OK 73505		
Mailing Address	PO Box 3812		
Mission Statement: The mission of the Lawton Food Bank is to honor the dignity of every neighbor we serve by providing reliable access to nutritious food and creating pathways toward stability through nutrition education.			

SECTION B

CHECK ALL THAT BEST DESCRIBES YOUR PROGRAM/PROJECT

- ☒ Education for gang prevention/life skills
- ☐ Gang prevention
- ☒ Family basic needs

- ☒ After school/out of school skills program
- ☐ Mentoring program
- ☒ Parent/guardian workshop
- ☒ Parent/youth activities
- ☒ Basic Needs - providing, linking, and or referring (ie. Food shelter, resources)

What is the total funding requested?

\$35,000

How will YFAC funding be used?

Category (Salaries, Supplies, etc.)	Amount
Case Manager / Resource Navigator	\$12,000
Harvest Hope Market - Food	\$10,000
Utilities (Water, Electric, and Wifi)	\$7,000 (Itemized on budget attachment)
Ways to Wellness - Nutrition Education Courses	\$4,000 (Itemized on budget attachment)
Youth Hunger Action Day	\$2,000 (Itemized on budget attachment)
Total (subtotal if using additional sheets)	\$35,000

SECTION C: SUSTAINABILITY

PROGRAM BASICS: SUSTAINABILITY

Detail your program/project “SMART” goals. (specific, measurable, attainable, relevant and time-bound). List by each goal.

Relevant Goal: 1. Provide 3 nutrition education series teaching 14-18 year olds about selecting nutritious food, preparing it, and storing it safely. 2. Provide reliable access to nutritious food to 6,000 youth facing food insecurity 3. Provide a fall and spring volunteer opportunity for youth

Measurable Performance measure: 1. Number of youth food is distributed to 2. Percentage increase in nutrition knowledge & confidence in food prep, measured by pre- & post-assessments. Number of nutrition education classes completed. 3. Percentage who feel a sense of belonging after community service project

Attainable Data collection plan: We will track each visit by asking clients to fill out an application and entering the data into our Link2Feed database. In October, we will complete a client satisfaction survey to ensure clients are please with the reliability of the foods their family needs. We will track volunteers through Excel and report Total hours served.

PROGRAM BUDGET**Current program budget. Complete attached budget sheet.****\$252,450****List current funding sources**

Category	Source	Amount
Wages	United Way/LFB/YFAC +	\$150,000 (12,000 YFAC)
Food	2025 Grant/YFAC	\$65,000 (10,000 YFAC)
Hunger Training & Outreach	YFAC	\$4,000 (4,000 YFAC)
Utilities (electric, gas, trash)	LFB/YFAC	\$21,000 (7,000 YFAC)
Nutrition Education Courses	Combined LFB/YFAC	\$5,000 (4,000 YFAC)
Vehicles (fuel & maintenance)	Regional Grant	\$3,500
Telephone and Internet	LFB	\$3000
Dues, Fees, and Subscriptions	LFB	\$1350
Postage	LFB	\$200
Total (subtotal if using additional sheets)		\$

Use additional sheets if necessary. Check if additional sheets are used ☐**The City of Lawton strongly encourages you to take courses on finding and applying for additional grant funding.**

- 1. List any grant training you have pursued and provide documentation of attendance.** Check if you've provided documentation ☐

In December 2025, I attended Midwestern State University's Fundraising Training, which covered multiple fundraising strategies, including grant writing and proper accounting practices. In October 2025, I participated in a grant workshop hosted by Hunger Free Oklahoma. Additionally, I have completed training on legal compliance and financial management for grants, equipping me with the knowledge to manage grant funds responsibly and in accordance with regulations.

- 2. Provide training certifications obtained.** Check if you've provided certifications ☐

I am currently in the Midwestern State University Nonprofit Management Certificate program.

3. List additional grant funding opportunities you are pursuing or have been awarded:

At this time, no other grant funding opportunities have been pursued in 2025.

Relevant Ultimate Outcome:

The ultimate outcome is for youth to have consistent access to food, receive education on preparing the food they are given, and have meaningful opportunities to serve our community. The classes and service opportunities foster a sense of belonging, purpose, and community connection, helping to steer youth away from gang involvement and community vandalism.

Time Bound Timeline:

We will serve 6,000 youth with food. 4,000 between July 2026-December 2026 and a minimum of 2,000 between January 2027-June 2027.

3 Nutritional Education Series with a minimum of 4 sessions will be taught between July 2026-June 2027

Provide a schedule of activities.

Educational Classes: Series 1: July, Series 2: March, Series 3: June (Specifically centered around breaks)

Youth Hunger Action Day: September 14-19, April 2027 dates TBD

Harvest Hope Market to receive food: Open 4 days per week

How long is this program expected to last? What measures will determine visibility?

The Lawton Food Bank will continue to offer this program as long as there is community interest. We will evaluate program success throughout the year and in June 2027, discuss how the program needs to adjust to meet the needs of youth better.

What are your goals for years 2-6 & 7-10?

Years 2-6: Create a community garden managed by youth in our community who have monthly peer led cooking classes

Years 7-10: Embed our program into the student council or key club at each high school to encourage participation across the city. Work with schools to have nutrition education on how to prepare food used in the backpack program.

SECTION D: PROGRAM BASICS**Has the program received funding from other resources? From Whom?**

The Harvest Hope Market program receives funding from the Regional Food Bank of Oklahoma (in-kind food donations), United Way of Southwest Oklahoma, & the McMahon Foundation. Our nutrition education classes are not currently funded.

How many years has the program existed?

0

What is your proposed staff/volunteers:

Full Time Staff:5	Part Time Staff:2	Volunteers:30
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What is your projected number/percentage of low-income participants served?

100%

PROGRAM DEMOGRAPHICS

Existing Programs ONLY Not Applicable

Describe program background to include year started, activities and accomplishments.

Year Started:	2026
Activities:	Prior to the Covid-19 pandemic, the Lawton Food Bank was open for indoor shopping but the needs of our community shifted due to public health concerns so we shifted to a drive through service. January 5, 2026 we transitioned back to client choice and are now eager to add a nutrition education program and youth volunteer projects!
Accomplishments:	Between January 5-19, 2026 the Lawton Food Bank has served 641 children 0-18 years old facing food insecurity.

Number of unduplicated individuals served last year/last time program was active:

0-5 yrs. old:	6-12 yrs. old:	13-18 yrs. old:	19+ yrs. old:
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What is the number of families served?

In 2025, we served 16,737 families through our drive through food distribution.

What was the total number of individuals served from the City of Lawton?

African American:	Asian:	Alaskan:
Caucasian:	Hispanic:	Indigenous:
Pacific Islander:	Multiple:	Other:
Male:	Female:	Other: Self Designated:

SUCCESS STORIES

Provide 3 success stories

I just want to say thank you so much for the walk in clinic, it was much appreciated and my son was so glad and helpful at picking our produce. He was so excited to pick out the fresh produce and cereals that he liked best. He also received a national junior honor society accreditation this semester and he has proudly chosen to do the volunteer hours of the program here at the Lawton Food Bank where it is truly appreciated and needed. Thank you for everything.

I love that now that I am 16 I am able to come volunteer at the food bank. For the last three years my mom and I have come and waited in the line on Thursdays after school but I love getting to come volunteer and just take our food home with me. I feel like the food bank team has become family and I really like that I get to come hang out here on Thursdays instead of going home and being alone and just playing video games or something. I guess what I am trying to say is it feels nice to get to help people and also know I get to have help too. I don't know what Mama and me could do without help from you guys.

When I found out I was pregnant, my parents put the pressure on me to take care of the baby on my own because adult actions have adult consequences. I didn't want to think if this baby was a consequence and I didn't want to not finish school just because I was pregnant. Getting to come to the food bank to get formula and diapers has made it so much easier to stay in school. A lot of places close before I can get there so you all are a really big help.

Existing and New Programs

If there are similar programs in Lawton, describe how the program/project is significant and different.

The Lawton Food Bank is the only large scale food distribution center in Southwest Oklahoma. Our large capacity for food storage, educational classes, and community resource station set us apart from other food pantries.

Explain the experience the staff/volunteers have to meet the needs of those to be served.

Our Executive Director, has received extensive professional training from the Regional Food Bank of Oklahoma, Hunger Free Oklahoma, and the Center for Nonprofit Management at Midwestern State University. She has also completed Handle With Care training, trauma-informed care training, N.E.A.R. Science training, and additional professional development opportunities. All Lawton Food Bank staff have been trained in serving vulnerable populations through N.E.A.R. Science and ACEs education, along with role-specific training such as forklift certification. Volunteers complete annual training in food safety and civil rights. Volunteers who work with youth programs also undergo background checks.

List and describe collaborations.

Lawton Food Bank maintains strong partnerships with local organizations to expand access to resources, education, and support for our community. Through collaboration with the Comanche County Health Department, the Food Bank offers educational classes on a variety of topics, including gardening, healthy lifestyle choices, cooking and nutrition, and Adverse Childhood Experiences (ACEs). The Junior League of Lawton partners with Lawton Food Bank to provide diapers to families in need, helping address critical infant and toddler care needs. In addition, Summit Utilities supports access to fresh produce, increasing the availability of healthy food options for the individuals and families we serve. These partnerships strengthen Lawton Food Bank's ability to address food insecurity while promoting long-term health, resilience, and self-sufficiency for individuals and families.

How will the program limit access to Lawton and at-risk youth and their families?

The program application requires the head of household to provide their address, as well as the name and date of birth of each household member. This information is used to verify residency and ensure that youth participating in nutrition education classes are residents of Lawton.

Program Effectiveness

While selecting Internal and External Assets, I was unable to choose separate responses for each item, as the system applied the same answer across all categories. Please refer to the guide below.

1. Support - Other Adult Relationships
2. Empowerment - Service to Others
3. Boundaries - Adult Role Models
4. Time - Youth Programs

1. Commitment to Learning - Reading for Pleasure
2. Positive Values - Social Justice
3. Social Competencies - Decision Making
4. Positive Identity - Self Esteem



City of Lawton Youth and Family Affairs Committee
Project Funding Application

PROGRAM EFFECTIVENESS

All programs must align with at least one building block for healthy development listed in the Search Institute of America's 40 Developmental Assets. Select one from each of the 4 categories for both Internal and External for a total of 8 selections. Describe how they line up with the program/project.

INTERNAL ASSET

Support	Other Adult Relationships
We support youth and families by reducing food insecurity and strengthening protective factors promoting healthy development. Consistent access to nutritious food and essential items reduces household stress and supports stable, caring family relationships. Family centered nutrition education and cooking activities strengthen communication between parents and youth. Trained staff and community partners provide youth with access to caring nonparent adults. By addressing hunger and empowering parents, the Food Bank helps youth arrive at school ready to learn and supports positive academic and family outcomes.	
Empowerment	Service to Others
Youth Hunger Action Day will invite middle and high school students to the Lawton Food Bank to volunteer and learn firsthand how hunger impacts families in our community. Through this hands on experience, youth are given useful, valued roles that directly contribute to meeting community needs. By serving alongside staff and volunteers, students gain a sense of belonging, purpose, and responsibility while building empathy and civic awareness. This opportunity encourages ongoing community service and supports the development of youth as resources who actively contribute to the well-being of Lawton.	
Boundaries	Adult Role Models
Community partnerships with the Comanche County Health Department help provide youth with positive role models by introducing them to caring, knowledgeable adults who are invested in their well-being. When Health Department educators come to the Lawton Food Bank to teach gardening or nutrition classes, youth interact with trusted community professionals who model healthy behaviors, responsibility, and service. These educators demonstrate practical life skills and show youth that adults in the community are committed to helping them succeed!	
Time	Youth Programs
Volunteer projects and nutrition education at the Lawton Food Bank help destigmatize receiving food assistance by engaging youth in meaningful, hands on experiences. When students participate in sorting and distributing food or learning about healthy nutrition, they see firsthand that helping and receiving help is a normal, valued part of community life. By fostering understanding and empathy, these programs help youth feel more comfortable seeking assistance when needed and decrease the likelihood of turning to negative behaviors such as stealing.	

EXTERNAL ASSETS

Commitment to Learning	Reading for Pleasure
Engaging with recipe cards and nutrition information during Lawton Food Bank programs gives youth a hands on way to practice reading while exploring real-world skills! Following recipes and learning about healthy foods encourages attention to detail, comprehension, and curiosity, helping youth see reading as purposeful and enjoyable. This experience can spark a potential passion for cooking, nutrition, or food-related careers, while reinforcing a broader commitment to learning. By connecting reading to meaningful, tangible activities, youth expand their view of literacy beyond the classroom, developing both practical skills and the habit of reading for pleasure and personal growth.	
Positive Values	Social Justice
Lawton Food Bank's youth programs promote equality and social justice by giving young people the opportunity to actively address hunger and poverty in our community. Through volunteering, participating in nutrition education, and engaging in Youth Hunger Action Day, students learn firsthand about food insecurity and its impact on families. By contributing to solutions: distributing food, educating peers, and supporting community programs, youth develop a sense of responsibility and empathy, placing a high value on fairness and helping those in need. These experiences empower young people to see themselves as agents of positive change, committed to promoting equality and reducing poverty in Lawton.	
Social Competencies	Decision Making
Nutrition education at Lawton Food Bank helps youth experiencing poverty learn how to plan meals using the foods they receive from food stamps or the Food Bank. By teaching students to balance nutrition, manage portions, and create healthy, affordable meals, they develop practical skills in budgeting, meal planning, and prioritizing resources. This hands-on experience strengthens their ability to make thoughtful choices, anticipate needs, and solve problems in everyday life. By practicing planning and decision-making in the context of food, youth gain confidence in their ability to set goals, make informed choices, and take responsibility for their health and well-being.	
Positive Identity	Self Esteem
Learning to cook helps youth build self-esteem by giving them tangible skills they can use to care for themselves and others. Successfully following a recipe, preparing a healthy meal, or contributing to a family meal provides a sense of accomplishment and pride! These experiences show youth that they are capable, competent, and able to make meaningful contributions. Cooking also encourages creativity, problem-solving, and independence, reinforcing confidence in their abilities!	

Attach additional pages as needed. Check if additional sheets are used ☐

Youth and Family Affairs Committee Application Checklist

☒	Completed Application
☒	Audited Financial Statement and Audit Report*
☒	Most recent Tax Return Form 990*
☒	Year to Date Financial Statement*
☒	Agency Budget/Organization Operating Budget
☒	501(c)(3) Letter of Exempt Status (Yours or Your Sponsor Organization)
☒	Current Organizational By-Laws or Operating Agreement
☒	Current List of Board of Directors
☒	Has reviewed the sample Support Agreement and agrees to adhere to all of the conditions of said agreement
☒	Any additional comments or information you believe would assist YFAC in the review/evaluation process

*If you are not required to complete Form 990 or Audit Report, provide documentation to support this exemption. Instead of Form 990 and Audit Report, you must provide financial statement provided by a third party.

NOTE: Complete application packets shall be submitted to the City Clerk's Office no later than 5pm on the last day of the application period.

1. Applications will be evaluated by YFAC
2. Site visit will be scheduled
3. YFAC will make a recommendation to the City Council regarding funding requests
4. City Council will approve/deny funding requests
5. City Clerk's office will be the point of contact for submitted reimbursement claims once an executed agreement is in place

Youth & Family Affairs Committee (YFAC) Minimum Requirements – Application Completeness Check Sheet

Goal of YFAC: COL 2-3-9-366 *successful implementation of eligible programs aimed at developing life and career enhancing skills for the youth of Lawton while helping them avoid involvement in the criminal justice system.*

Purpose: This checklist is used to determine whether an application is *complete and eligible for scoring*. Applications missing any required item may be deemed incomplete and not advanced for review.

Organization: Harvest Hope Market

Pre-application training date: 12/16/2026

A. Basic Eligibility (Must Meet All)

- x Program serves at-risk youth
- x Program provides life skills and/or career-enhancing skills
- x Program is non-athletic (academic, enrichment, prevention, or life skills)
- x Program benefits youth residing within Lawton city limits
- x Program aligns with at least one Internal and one External category of the *Search Institute's 40 Developmental Assets*

B. Application Form – Required Sections Completed

Section A – Agency & Program Information

- x Agency name, years existing, and program/project name
- x Director and Application Lead contact information
- ☐ Physical and mailing addresses – *Missing City, State, and Zip for mailing address*
- ☐ Mission statement – *Does not directly state it is for youth*
- x Program type(s) selected (checkboxes)
- x Total funding amount requested
- x Use of YFAC funds clearly identified – *Does not identify matching source*

Section C – Sustainability & Program Design

- x At least one SMART goal listed
- x Performance measure identified for each goal
- x Data collection plan described
- x Ultimate outcome stated
- x Timeline provided
- x Schedule of activities included
- x Program duration and sustainability/visibility measures explained
- x Long-term goals (Years 2–6 and 7–10) addressed

Section D – Program Basics & Demographics

- x Program funding history disclosed (if applicable)
- x Program start year or new program identified
- x Staff and/or volunteer structure described
- x Projected number/percentage of low-income participants provided
- x Age group data completed
- x Demographic data completed
- x Total individuals served from Lawton identified

C. Program Quality & Effectiveness Requirements

Program Description

- x Clear description of program activities
- x Population served clearly defined
- x Explanation of program need/significance
- x Description of staff/volunteer experience
- x Explanation of how program is unique (or differs from similar programs)
- x Description of collaborations/partnerships
- x Explanation of how access is limited to Lawton and at-risk youth

Program Effectiveness

x 40 Developmental Assets selections completed:

- x At least 1 Internal Asset per category
- x At least 1 External Asset per category
- x Three (3) success stories/testimonials included (staff- or client-authored)

D. Budget Requirements

x Program Budget Sheet completed

x Proposed Program Expense Detail completed

x Budget totals are mathematically correct

☐ Budget reflects realistic and sustainable use of funds – [Need additional budget info on matching portion](#)

E. Organizational & Financial Attachments

x Audited Financial Statement (if annual income $\geq$ \$100,000; dated within last 18 months)

x Most recent IRS Form 990 / 990-EZ (with Schedule A, if applicable)

x Year-to-Date Financial Statement (Balance Sheet & Profit and Loss)

x Current Organizational Operating Budget

x 501(c)(3) Determination Letter (or fiscal sponsor letter)

☐ Current Organizational By-Laws or Operating Agreement – **By-laws are not signed**

x Current list of Board of Directors

F. Administrative Acknowledgements

x Reviewed and agreed to Sample Support Agreement

x Application submitted by deadline

Staff Use Only

Application Status: ☐ Complete x Incomplete – [See notes](#)

Reviewed by: Cynthia Williams Date: 2/9/2026

Committee Total
191



Lawton Food Bank -
Harvest Hope Market

Youth & Family Affairs Committee
City of Lawton, Oklahoma
212 SW 9th Street
Office of the Mayor
Lawton, OK 73501

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Scoring Rubric for Grant Application

All applications requesting consideration by the YFAC for funding must:

1. Be focused on at-risk youth
2. Provide opportunities for life and/or career enhancing skills
3. Demonstrate how the program will help at-risk youth succeed by:
 - a. Increasing the percentage of youth that stay in school
 - b. Increasing the percentage of youth that stay active in programs that foster youth development
 - c. Otherwise prevent youth involvement in crime and help the youth develop into productive adults
4. Be for academic or other non-athletic related activities and life skills
5. Be restricted to citizens living within the Lawton city limits

Scoring Rubric for Grant Application

Program Description: Maximum 10 Points Possible

1. Provide a description of the program, including:
 - a. Program activities
 - b. Population served
 - c. Collaboration with other organizations or programs
2. Explain the significance/importance of the program.
3. Share the program's significant accomplishments over the last few years.
 - a. If this is a new program, what experience or expertise does the staff have to address the needs of those served?
4. Are there similar programs in Southwest Oklahoma? If so, how is your program unique/different?
5. Discuss program strategies, including prevention and intervention tactics used.
6. How will the program ensure access to services for those most in need?
7. If awarded, how will CITY OF LAWTON YFAC funding be used? Which specific aspects (line items) of the program would CITY OF LAWTON YFAC funding be used for?
8. If awarded an amount lower than requested, what aspects of the program would be changed or deleted as a result? Give specific examples of what the program would do if it only received 80% and 70% of the funding requested.
9. Provide a brief description of the organization's capacity and relevant experience in facilitating the proposed program funding request.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-5	POINTS: 6-10
1. Program description is incomplete or lacking explanation of program activities, population served, numbers served last year, numbers expected to serve this year, and/or program does not collaborate with other organizations/programs. 2. Program cannot demonstrate its need or significance in the community. 3. Program has not had any measurable accomplishments. If a new program, no special expertise will be offered to the community through this program. 4. Program is not unique and/or duplicates services offered by other partners/organizations.	1. Program description is comprehensible and complete. Targeted population aligns with YFAC mission. (see first page) 2. Program states a marginal need/significance for the community 3. Program has had at least 1 measurable accomplishment during the last few years. If a new program, expertise and impact that only this program can offer is fully explained. 4. Program is unique in that its services are unduplicated in the community and/or they serve a target market that other like programs are unable to reach. 5. Program strategies incorporate prevention or intervention tactics but not both.	Organization meets all criteria for Adequate AND: 1. Program description is exceptional. Activities of the program are clearly explained. Target population aligns with YFAC mission (see first page) 2. Program shows significant need in our community. 3. Program has had 2 or more measurable accomplishments during the last few years. If a new program, special expertise that only this program can offer is fully explained. 4. Program is unique in its services to the community. 5. Program strategies incorporate both prevention and intervention tactics 6. Program is accessible in a multitude of ways to its target audience/users. Program goes

5. Program strategy does not incorporate prevention nor intervention. 6. Program is unable to describe how they will reach their target audience and/or program is not accessible to the target audience. 7. The program is unable to describe how YFAC funding will be used. 8. The program is unable to describe what changes the organization would make if they received a lower than requested amount of funding. Program did not give specific examples. 9. Organization does not have relevant experience and/or capacity to operate the program.	6. Program paints a clear picture of how they will reach their target audience. Program is accessible to its target audience/users. 7. Use of YFAC funding is clear but does not make a significant impact in the program's ability to provide services to the community. 8. The program clearly describes what changes the organization would make if received lower than requested funding. Program gives at least 1 specific example at either 80% or 70% of funding. 9. Organization has relevant experience and has demonstrated the capacity to operate the program	above and beyond expectations to be available for its target audience. 7. YFAC funding creates a significant impact 8. The program not only clearly describes changes made if organization received lower than requested funding but gives specific examples of additions deletions of program services. Also, specific examples of funding reductions at 80% and 70% are provided. 9. Organization has done a more than adequate job in past with operating (including financial appropriations) the program for which they are requesting funding.
Total	Total	Total _____ Total for Program Description

Program Effectiveness: Maximum 20 Points Possible

1. Please complete the following: A) Prior Year Program Goals and Outcomes (if any); (B) Projected Program Outcomes and Goals
2. Describe methods that will be used to collect and analyze data.
3. How often will data be collected?
4. Explain how you will determine that your program is effectively working and meeting its goals?
5. If applicable, describe challenges or barriers that may impact your program and how they will be addressed.
6. Who will manage the outcome measurement process of the program?
7. How well does the application explain its alignment with the 40 Developmental Assets, and how well does it explain in detail how the program will reflect and measure outcomes that secure the listed assets. The document describes which of the three Developmental Assets it is working with, and lists one asset in each category (including both internal and external assets categories).
8. Please complete the **Success Stories** information below by submitting 3 success stories/testimonials from clients highlighting the success or need for the program for which you are requesting funding. You may choose to ask a client to write their own experience, or summarize their experience and submit it on their behalf. Please indicate in each story if it was written by the client or by your organization. Clients may remain anonymous when providing this requirement.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-10	POINTS: 10-20
1. Goals and Outcomes are not clearly stated. 2. It is unclear to the reader which methods will be used to collect and analyze data. 3. It is unclear how often data will be collected. 4. Answer is unclear as to how the program will effectively work to meet its goals. 5. It is unclear whether there are significant challenges/barriers. 6. It is unclear who will manage the outcome 7. The application does not list the applicable document, does not list a minimum of one asset in each category, and does not provide sufficient detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are not relevant to the program for which the funding is being requested.	1. All goals and outcomes are clearly stated. 2. Methods to be used to collect data are clearly defined and make sense. 3. Time line for data collection is given. 4. There are proof measures offered to allow the reader to understand that the program will be able to be measured to determine it is effectively working and meeting its goals. 5. N/A is entered or challenges/barriers are defined and identified. How challenges/barriers will be addressed by the program is clear. 6. A name/title/position of person in the program/organization is given as the responsible party for the outcome measurement process. 7. The application lists the appropriate Developmental Assets document, lists a minimum of one asset in each category, and provides sufficient detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are relevant to the program for which funding is being requested.	Organization meets all criteria for Adequate AND: 1. The individualized goals for each program are reasonable, attainable, and measurable. 2. Examples of how the methods to be used to collect data are given. 3. Detailed timeline for data collection is given. 4. The proof offered shows a direct and clear link to show how the program is effectively working and meeting its goals. 5. Examples are given as to how the organization will overcome the challenges/barriers. 6. Years and experience of the person named as managing the outcome measurement process is given. 7. The application meets the criteria for "Adequate" AND lists more than a one asset in multiple categories, and provides clear and organized detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are a combination of both staff and client authored. Stories are relevant to the program for which funding is being requested.
Total	Total	Total _____ Total for Program Effectiveness

Program Budget: Maximum 10 Points Possible

1. Please complete the *Program Budget Sheet*.
2. Please complete the *Proposed Program Expense Detail*. Provide a list, in order of program priorities, of how CITY OF LAWTON YFAC funds will be used. (Example: Tuition for students - \$10,000; Transportation for students - \$8,000; Books for students - \$2000)

- The budget is realistic and reflects efficient use of program funds that address the funding request.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-5	POINTS: 6-10
1. Form is not completely filled out and/ or the budget does not use program funding effectively to meet objectives/goals. Program does not demonstrate sustainability and/or budget is unrealistic for the program. Budget has significantly higher expenses than income. 2. Demonstrated no knowledge of or training related to grants. Does not identify potential grant opportunities. Has not applied for or secured any external grant funding.	1. Form is completely filled out. The budget uses program funds effectively to meet proposed objectives and support goals. Program demonstrates sustainability and is realistic. Excess (either expenses or income) is marginal. 2. Demonstrated some basic knowledge of grant processes. Has identified or explored potential grant opportunities. Has made limited attempts to apply for grants or has pursued at least one additional funding source.	Organization meets all criteria for Adequate AND: 1. The budget reflects the best value for money spent. Excess (either expenses or income) is marginal or is not present. 2. Has completed formal training or certification in grant writing or grant management. Actively pursued multiple grant opportunities on an ongoing basis. Has successfully secured external grant funding to support programs, projects, or initiatives.
Total	Total	Total _____ Total for Program Budget

Organization Information: Maximum 6 Points Possible

1. Provide a brief description of the **organization's mission**.
2. Provide a brief description of your organization's Board of Directors/volunteer leadership/governing body structure.
 - a. How do they demonstrate an active role in the organization?
 - b. What percentage of Board Members make an annual financial contribution to your organization?
 - c. What is the total amount of funding Board Members contribute annually to your organization?
- 3.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-3	POINTS: 3-6
1. Organization's/Program's mission and goals were not stated. 2. Organization has a lack of Board organization and/or the Board of Directors are not active in volunteering their time, talent, and treasure.	1. Organization's mission and goals are stated but unclear. 2. Organization's board is actively involved & financially contributing.	Organization meets all criteria for Adequate AND: 1. Organization's mission and goals are clearly stated. 2. Board participates on committees and assists with fundraisers. Organization's Board has 100% financial participation.
Total	Total	Total _____ Total for Organization Information

*This requirement only applies to current and re-applying funded partner agencies

Organization Financials: Maximum 6 Points Possible

1. Attach an **Audited Financial Statement** (for organizations with an annual income of \$100,000 or more). Audit must cover the fiscal period ending not more than 18 months prior to June 30 (i.e. audit must be dated December or after).
2. Attach most recent **IRS 990**, including Schedule A or 990 EZ (State and Federal applications require additional paperwork for 990)(if required to file one)
3. Attach a **Year to Date Financial Statement** (balance sheet and profit & loss statement) for entire organization.
4. Please complete **Current Organizational Budget** for the entire organization, including expected revenue and expenses.

Inadequate (incomplete) POINTS: 0	Adequate (comprehensible and complete) POINTS: 1-3	Exemplary (well-conceived and thoroughly developed) POINTS: 3-6
1. Audited Financial statement is missing, incomplete, or is more than 18 months old. 2. IRS 990 or 990 EZ is missing or has not been filed with the IRS. The form is more than 18 months old. 3. A current budget for the entire organization is missing and/or incomplete. The revenue and expenses of current budget show a huge excess or deficit. 4. A Year to Date Financial Statement is incomplete, lacking balance sheet and/or profit and loss statement. The organization has high expenses and low income overall.	1. Audited Financial Statement has been submitted and is not more than 18 months old. If findings appear in the audit they are not explained and/or no plan for rectification of findings is given. 2. IRS 990 or 990 EZ has been submitted to the IRS and is not more than 18 months old. 3. A Current Budget has been submitted. The revenue and expenses of the current budget show some excess or deficit but nothing insurmountable. 4. A Year to Date Financial Statement is complete with balance sheet and profit and loss statement. The organization shows relatively even expenses and incomes.	Organization meets all criteria for Adequate AND: 1. No findings appear in Audit or if findings appear the agency can explain, in detail, rectification for the finding. 2. Submitted documentation reflects exemplary financial practices. 3. Current budget is reasonable. No deficit and/or minimal deficit occurs. 4. Year to Date Financial statement is reasonable and shows exemplary financial practices.
Total	Total	Total ____ Total for Organization Financials

24
Organization Points Tally: 39 66 34 28 191

A 24	B 39	C 66	D 34	E 28	191
Organization Information (10 Max)	Program Description (10 Max)	Program Effectiveness (18 Max)	Proposed Program Budget (6 Max)	Organization Financials (6 Max)	TOTAL (50 Possible)
5+1+5+4 3+4+2	9+0+7+4+3 +7+9	18+6+10+2+7 +15+8	10+3+7+3 +4+5+ 2	5+4+5+3+3 +4+ 2 +4	47+14+34+16+ 20+35+25

Application Score (50 points possible) Counts as 75% of total score		Partner Visit Score (25 points possible) Counts as 25% of total Score	Total of App. + Total of Partner = Final Score
For Example 40/50 x .75 =%		For Example 22 points =22%	
_____ Points _____ Possible _____ % of _____ total of App. _____ x .75 = _____		_____ Points=% from Partner Visit	

Program Requested Amount / Final Score = _____

For example: XYZ program requested \$50,000 x 60% = \$30,000.00

Note: Programs selected for site visits will have an additional 25% of their total score based upon the outcome of the site visit with the organizing managers, board members, responsible parties.

Scoring Rubric for Site Visit

Every question is worth 1 point. 20 points are possible for the site visit. This score needs to be entered into the equation on page 8 of the *Scoring Rubric for Grant Application* form.

Question	Yes=1	Sort of=.5	No=0	N/A
1 Do you understand what the program does?				
2 Did you walk away feeling good about what the program does?				
3 Was essential program staff present?				
4 Did you feel welcomed by the Board Members and staff at the Site Visit?				
5 Did the organization and program staff and board members act interested and knowledgeable?				
6 Did the organization/program staff answer all questions sent to them before the site visit?				
7 Were you given a tour of the facility in which the program will operate?				
8 Was the staff able to answer questions with confidence?				
9 Did answers given during the site visit correlate with answers provided in the grant application?				
10 Did the organization/program staff and board members emphasize a need for the program?				
11 Were relevant examples given of how the program will operate?				
12 Answers given by staff and board members were similar and were NOT contradictory?				
13 Did it appear that staff and board members had a positive working relationship?				
14 Are you confident that the program has no major issues with regard to how it operates?				
15 Were you positively impressed by staff and board members during your visit?				
16 Do you feel like this is a needed program in our area which deserves funding from the City of Lawton YFAC to operate?				
17 Were all your questions during the visit answered?				
18 Do you think the program is unique and NOT an unnecessary duplication of services of other local programs?				
19 Did you have an overall positive experience at the site visit?				
20 Did you feel the leadership of the program is adequate to reach goals?				
Total of each column	16+0	.5+0	0	0
Overall Total	16	.5	0	0

If you answer "No" or "N/A" and the organization provided a valid reason why they did not/could not receive a "Yes", please share their explanation on the reverse side of this sheet.

Item Title:

Review and discuss the FY 2026–2027 YFAC funding request from the United Way of Southwest Oklahoma for its Success by Six Family Empowerment Program in the amount of \$35,000 and determine whether to recommend approval to the City Council.

Initiator: Bob Weger, Councilman - Ward 6

Information Source: Bob Weger, Councilman - Ward 6

Background:

The Youth and Family Affairs Committee first received the FY 2026–2027 YFAC funding request from the United Way of Southwest Oklahoma for its Success by Six Family Empowerment Program at the February 17, 2026, meeting. Committee members have since reviewed and scored the application, and a site visit was conducted on March 5, 2026. Chairman Weger and Carl Fuqua attended the site visit and will share their findings to assist the Committee in determining whether to recommend approval of funding to the City Council.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

Funding Application
Checklist from Internal Auditor
Committee Totals from Application Scoring Rubric
Site Visit Scoring Rubric Totals

Key Issues:

N/A

Funding Source:

PROPEL CIP Funding

Recommended Action:

Consider the FY 2026–2027 YFAC funding request from the United Way of Southwest Oklahoma for its Success by Six Family Empowerment Program in the amount of \$35,000 and, if appropriate, recommend funding to the City Council.

ATTACHMENTS:

1. United Way Family Empowerment Program Application Recd 1 29 2026
2. United Way Family Empowerment Application Check List 2 12 2026
3. United Way - Committee Totals from Application Scoring Rubrics
4. United Way - Site Visit Combined Rubrics



UNITED WAY
Southwest Oklahoma
SUCCESS BY 6®

Iola Noble

President & CEO

PO Box 66

Lawton, OK 73502

Tel 580-355-0218

Fax 580-355-0810

iola.noble@uwswok.org

Executive Committee

Kelly Edwards, Board Chair

Jonna Turner, Vice Chair

Laci Kavanagh, Vice Chair-Elect

David Madigan III, Campaign Chair

Jason Hensley, Treasurer

Aaron Russell, Immediate Past

Chair

Board of Directors

Melody Barber

Sabra Billingsley-Reynolds

Sylvia Burgess

Christy Clark

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Caitlin Gatlin

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Makenzie Ridenhour

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January 29, 2026

City of Lawton
Youth & Family Affairs Committee
212 SW 9th St
Lawton, OK 73501

Dear Review Committee,

On behalf of the United Way of Southwest Oklahoma, thank you for the opportunity to apply for a second year of YFAC funding to support the Family Empowerment Program through our Success by 6 initiative.

We are grateful for the City of Lawton's continued investment in programs that strengthen families and improve outcomes for children across our community. Support from the City has allowed United Way and our partners to focus on early childhood development, family stability, and access to critical resources—laying a strong foundation for long-term success.

The opportunity to seek continued funding reflects the City's commitment to collaboration and shared impact. We are proud to work alongside the City of Lawton to address local needs and ensure families have the tools, support, and connections necessary to thrive.

Thank you for your leadership, partnership, and consideration of this application. We appreciate your ongoing dedication to improving the quality of life for Lawton families and look forward to the opportunity to continue this important work together.

Sincerely,

Iola Noble
President & CEO
United Way of Southwest Oklahoma

COMPLETED YFAC GRANT

Youth and Family Affairs Committee Project Funding Application

This grant application is for Youth Programs that will take place during the FY26-27 budget year (July 1, 2026 – June 30, 2027).

SECTION A

Agency	United Way of Southwest Oklahoma	Years existing: 1946	
Project/Program	SB6 Family Empowerment Program	Program: Choose One	
Director's Name	Iola R. Noble	Phone	580-355-0218
Application Lead	Roxanne Wiseman	Phone	580-355-0218
Website	UWSWOK.org	Fax:	580-355-0810
Email	Roxanne.Wiseman@uwswok.org	# Employees: 2	
Physical Address	1116 SW A Avenue. Lawton, OK 73501		
Mailing Address	PO Box 66, Lawton, OK 73502		
Mission Statement: To mobilize the community to support young children and their families by ensuring quality systems are available for early learning and literacy, social and emotional wellness, quality experiences and health. Program Mission: All Oklahoma children will enter school healthy and ready to succeed in school and life.			

SECTION B

CHECK ALL THAT BEST DESCRIBES YOUR PROGRAM/PROJECT

- ☐ Education for gang prevention/life skills
- ☐ Gang prevention
- ☐ Family basic needs
- ☐ After school/out of school skills program
- ☐ Mentoring program
- ☒ Parent/guardian workshop
- ☒ Parent/youth activities
- ☐ Basic Needs - providing, linking, and or referring (ie. Food shelter, resources)

What is the total funding

\$35000

requested? How will YFAC

funding be used?

Category (Salaries, Supplies, etc.)	Amount
Salary & Benefits for program staff	\$8000
Participation barrier removal - meals, transportation & participation incentives	\$18000
Program Supplies & Literacy Materials	\$6500
Training & Development (registration, lodging & travel as needed)	\$1000
Community Outreach Activities (including marketing, special events, printing and travel)	\$1500
Total (subtotal if using additional sheets)	\$ 35000

SECTION C: SUSTAINABILITY

PROGRAM BASICS: SUSTAINABILITY

Detail your program/project “SMART” goals. (specific, measurable, attainable, relevant and time-bound). List by each goal.

Relevant Goal: Empower 25 households from impoverished neighborhoods to have knowledge of parenting and child development that supports their child's readiness for school and life through intentional parenting classes through 40 family empowerment sessions.

Measurable Performance measure:

4 - 10 week Family Empowerment classes will be hosted
15 households will attend 4 or more Family Empowerment Sessions
25 households will indicate an increase of optimism on the Hope Survey
75% of participating households that 4 or more sessions will complete Protective Factor Survey 2 (PFS2)
50% of households completing PFS2 will show an increase in household protective factors
75 % of participants indicate program satisfaction through a Program Satisfaction Survey

Attainable Data collection plan:

Attendance will be tracked at each family empowerment session and outreach event
Hope Survey will be given at the end of each 10 week series
Pre PF2 will be given at time of enrollment, Post PFS2 will be after 6 weeks of participation and as at the end of the program year
Program Satisfaction Survey completed at the end of each 10 week session

Relevant Ultimate Outcome:

Parents and Caregivers have the skills, resources and tools they need to support their child's development, education and long-term success.

Time Bound Timeline:

Family Empowerment Sessions will be held weekly on Thursday starting in August 2026 and run through June 2027 following the Lawton Public School calendar with an annual celebration in June.

Staff will participate at least quarterly in community outreach events that support family and child well-being. These events will serve as recruitment tools and support staff modeling positive adult/child interactions for families

Provide a schedule of activities.

Weekly on Thursday evenings Family Empowerment sessions will be held at the Patterson Community Center. Families will eat a balanced meal together as a family at the beginning, followed by childcare for children with age-appropriate activities that support early learning, and for the adults a parenting class focused on knowledge of parenting and child development. Topics may include: self care, resources and tools for helping their children learn and succeed, personal testimonials from other parents, education on financial literacy, tips and tricks for back to school and missing the summer slide, and so much more.

How long is this program expected to last? What measures will determine visibility?

4 classes of 10 sessions each held between the beginning of August 2026 and June 2027. Each session can host 10 households. Sessions promoted through community partners, social media, diaper bank programs, child care facilities and community centers. City of Lawton will be clearly identified on flyers, programs brochures and other outreach activities.

What are your goals for years 2-6 & 7-10?

In year one (2025-2026), the program was redesigned and launched based on a previous pilot program. YFAC funding enabled the program to hire staff, create awareness, build community partners and improve data collections.

Year 2-3 goal is to expand the number of sessions offered from 22 to 40. Implement evidence-informed practices based on Strengthening Families Framework and Protective Factors. Utilize data collection to analyze the program impact on participation. This will allow for the program to apply for additional funding and resources for expansion and sustainability.

Year 4-5 goal is work to expand the program to other days/times, and locations. Potentially looking at sessions targeted at military households.

Year 6-10 goal is to Develop a system of support for families with young children to ensure they have access to the resources and tools they need to be successful in school in life and expand community understanding of the importance of early childhood programs based on the evidence-informed Strengthening Families Framework.

SECTION D: PROGRAM BASICS

Has the program received funding from other resources? From Whom?

We currently receive designated funding through the United Way Southwest Oklahoma annual campaign, the Lawton Community Foundation Grant, other small grants, and in-kind donations.

How many years has the program existed?

3 years. A program was piloted in 2021 and successfully ran until summer of 2024. YFAC funding was first received in Summer of 2025 to redesign and relaunch in Winter 2026. This application is for year 2 of YFAC funding.

What is your proposed staff/volunteers:

Full Time Staff:	Part Time Staff: 2	Volunteers: 2
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What is your projected number/percentage of low-income participants served?

100

PROGRAM DEMOGRAPHICS

Existing Programs ONLY Not Applicable

Describe program background to include year started, activities and accomplishments.

Year Started: 2025

Activities:

- Developed Community Partners
- Participated in Community Outreach to enhance program recruitment visibility
- Redesigned program measurement and evaluation
- Participated in several community efforts to enhance youth mentoring
- Provided literacy materials to families who have limited access to literacy materials
- Recruited subject matter experts to facilitate Family Empowerment Sessions
- Relaunched Family Empowerment Sessions (February 2026)

Accomplishments:

- Received additional funding through the Lawton Community Foundation
- Hired experienced staff with 15 years of youth and child experience
- Built partnership with Comanche County Health Department to serve as an additional resource for families in the program
- Identified nationally recognized evidenced-informed framework, Strengthening Families Framework & Protective Factors to use as program foundation

Number of unduplicated individuals served last year/last time program was active:

0-5 yrs. old: 155	6-12 yrs. old: 75	13-18 yrs. old: 30	19+ yrs. old: 49
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What is the number of families served?

Estimated 50 families served.

What was the total number of individuals served from the City of Lawton?

African American: 90	Asian: 10	Alaskan: Not Reported
Caucasian: 75	Hispanic: 20	Indigenous: 20
Pacific Islander: Not Reported	Multiple: Not Reported	Other: Not Reported
Male: Data Not Collected	Female: Data Not Collected	Other: Self Designated:NA

SUCCESS STORIES

Provide 3 success stories

Select One

Client "Sue" states that the Family Empowerment Program has given her and her children a safe space to build a support system. Sue moved to Lawton from another state. As the mother of 3 special needs children, Sue stated she found a community in Family Empowerment, other Mommas struggling with similar things, and hope that there was a reason she was in Lawton after all. Sue frequently brings the children to the office for visits, to check in, ask for guidance and support, and to have a place to decompress for even just a moment. Sue's children were not enrolled in public school when they began sessions. After connecting with presenters and other parents that were empathetic with her struggle, Sue was encouraged to enroll her children under the guidance of an Special Services Advocate. Sue's two eldest children have successfully attended public school this entire 2025-2026 school year.

Select One

Client "Jane" frequented Family Empowerment sessions after meeting the director of the program at Open Streets. Jane immediately felt like she had found a space that she could relate and safely share her story. Jane is the legal guardian of her two grandchildren and struggles to make ends meet. Jane frequently visits the office for support, guidance, and just to have a listening ear. Jane has been attending the program since its early days. Since attending the Family Empowerment Program, Jane has attained full custodial guardianship of her grandchildren through the connection of Legal Aid, CCHD, and DHS experts she met through the program. Jane's grandchildren are healthy and continue to be in the loving, supportive home Jane is now able to provide.

Select One

Client Lauren is the mother of 5 children. The oldest is 13 and the youngest is 6 months old. Lauren struggles with behavior management of two of the children. She was at her wits end when she came to us in the pilot years. She did not know what else to do with specifically the middle child. Lauren met the director of pre-k at Lawton Public Schools and was from there introduced to the director of special services. The director of special services instructed Lauren on how to go about requesting an IEP and a 504 Plan for her child. The child is now in age level appropriate classes with the appropriate supports in place to assist them. Lauren too will bring ALL the children by for visits and hugs and for a moment of adult reprieve with office staff.

Existing and New Programs

If there are similar programs in Lawton, describe how the program/project is significant and different.

Comanche County Health Department hosts a monthly Parent Cafe. Cafes focus on providing space for parent to parent conversations on parenting topics. They do not utilize subject matter experts.

Marie Detty - Parents as Teachers Home Visiting provides one-on-one parent education to families. Family Empowerment's group setting allows for healthy social connections with other parents.

Catholic Charities - online parenting class. Family Empowerment's in-person classes facilitate social connections, resource connections and modeling of positive adult/child interactions.

Family Empowerment uses a group setting and subject matter experts to provide a unique platform for families to build social connections with other families and enhance their knowledge of healthy parenting and child development. Staff are trained in resource navigation including what other resources are available in the community. During the sessions, staff build relationships with the families that further support families connecting to additional resources that support their families including basic needs, and other parenting programs. Family-style meals and child activities allow for subject matter experts and staff to model positive adult/child interactions for participating parents. to other families, support social emotional. Age-appropriate child activities and peer interactions support the social-emotional development and early learning of the children as well.

Explain the experience the staff/volunteers have to meet the needs of those to be served.

Iola Noble, United Way President & CEO has a Masters of Early Childhood Education. She has more than 25 years experience working with at-risk households, program development and nonprofit management. She is a trained facilitator for Strengthening Families Framework and Protective Factor and an ACEs Community Champion. She has overseen multiple grants for family well-being and child abuse and neglect prevention.

Roxanne Wiseman, Success by 6 Program Manager, has 15 years of experience working with at-risk youth and families. As a trauma-informed individual, she has designed and implemented several new programs and process that have enhanced youth-focused services at local nonprofits with an emphasis on intervention and primary prevention supports children at-risk for child maltreatment.

Program Support Volunteers and Staff are recruited from community partners, volunteers and the United Way team to serve as subject matter experts and childcare. These individuals are background checked and have experience working with children.

List and describe collaborations.

Comanche County Health Department - Participate in facilitating Family Empowerment sessions, as well as host childcare activities and lessons for the children.

Wichita Mountain Prevention Network - Participate in facilitating Family Empowerment sessions and host community outreach events that Family Empowerment attends.

Comanche County Community Coalition - Participate in facilitating Family Empowerment sessions and host community outreach events that Family Empowerment attends.

Darien's Voice Foundation - Participate in facilitating Family Empowerment sessions and host community outreach events that Family Empowerment attends.

City National Bank - Participate in facilitating Family Empowerment sessions and provide meals for sessions.

City of Lawton - Our host site for Family Empowerment is at the Patterson Community Center

where we will meet every Thursday beginning in February 2026.

L&D Impact Counseling - Participate in facilitating Family Empowerment sessions as a licensed professional counselor.

Catholic Charities - Participate in facilitating Family Empowerment sessions by sharing the services they offer and how they can assist families.

SafeCare - Participate in facilitating Family Empowerment sessions by sharing how they can assist families with children 5 and under and the services they offer to families.

All About Understanding - Participate in facilitating Family Empowerment sessions by sharing lived experience, mental health coaching, and having vulnerable conversations with parents.

Marie Detty Youth and Family Services - Participate in facilitating Family Empowerment sessions by sharing the services they offer as well as Parents as Teachers curriculum with families.

How will the program limit access to Lawton and at-risk youth and their families?

Sessions will be hosted in Lawton in at-risk neighborhoods. All families will complete a registration form that indicates their primary residency is located in Lawton. Priority seating will be given to households in at-risk neighbors in Lawton.

PROGRAM EFFECTIVENESS

All programs must align with at least one building block for healthy development listed in the Search Institute of America's 40 Developmental Assets. Select one from each of the 4 categories for both Internal and External for a total of 8 selections. Describe how they line up with the program/project.

INTERNAL ASSET

Select One Commitment to Learning	Select One Achievement to Motivation
Supporting parents and caregivers to motivate and encourage their children to do well in school.	

Select One Positive Values	Select One Responsibility
Supporting parents and caregivers with the tools they need to advocate for their child's well-being and academic success.	
Select One Social Competence	Select One Interpersonal Competence
Participating households will have the opportunity to build healthy connections with other families. Children will be supported in building skills through interactive games and activities that focus on social-emotional development, peer interactions as well as early learning.	
Select One Positive Identity	Select One Positive View of Personal Future
When families are supported with things they need, knowledge of parenting, child development, child social emotional learning and sense of belonging (social connections) they are more resilient and have higher positive outlooks which helps their children with developing hope for the future.	

EXTERNAL ASSETS

Select One Support	Select One Family Support
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When families are supported with the things they need and have other positive adult relationships to model after, their own family life will provide higher levels of love and support to the children in their home.

Select One Empowerment

Select One Safety

As parents understand child development and high quality parenting skills their children will become safer and feel more safe and loved at home.

Select One Boundaries & Expectations

Select One Adult Role Models

Sessions are facilitated by community leaders modeling positive and responsible behavior. As parents learn and interact with other positive adults they will have increased levels of positivity and responsibility. Children will see a variety of positive and responsible adults through programming.

Select One Constructive Use of Time

Select One Time at Home

Parents will grow in their understanding of early childhood development and parenting skills. As the family unit grows in love, respect, responsibility, and positivity children will spend more time at home with their families and less time out with friends.

Attach additional pages as needed. Check if additional sheets are used

PROGRAM BUDGET

Current program budget. Complete attached

\$84,740.00

budget sheet. List current funding sources

Category	Source	Amount
Salary	YFAC	\$8000.00
Salary/Benefits	UWSWOK Designations, Small Grants, Other	\$41240.00
Barrier Removal – Meals	YFAC	\$8000.00
Program Supplies	YFAC	\$6500.00
Program Supplies	Small Grants & In-Kind Donations	\$5500.00
Barrier Removal Meals	In-Kind	\$4000.00
Barrier Removal Incentives to help offset cost of transportation, Etc.	YFAC	\$10000.00
Professional Development	YFAC	\$1000.00
Community Outreach	YFAC	\$1500.00
Total (subtotal if using additional sheets)		\$84,740.00

Use additional sheets if necessary. Check if additional sheets are used

The City of Lawton strongly encourages you to take courses on finding and applying for additional grant funding.

1. List any grant training you have pursued and provide documentation of attendance. Monitoring & Evaluation Practices

2. Provide training certifications obtained. Attached

3. List additional grant funding opportunities you are pursuing or have been awarded:

- Dollar General Literacy Grant
- Walmart Community Grants
- Lawton Community Foundation Matching Grants
- Foundational Funding

Youth and Family Affairs Committee Application Checklist

☒	Completed Application
☒	Audited Financial Statement and Audit Report*
☒	Most recent Tax Return Form 990*
☒	Year to Date Financial Statement*
☒	Agency Budget/Organization Operating Budget
☒	501(c)(3) Letter of Exempt Status (Yours or Your Sponsor Organization)
☒	Current Organizational By-Laws or Operating Agreement
☒	Current List of Board of Directors
☒	Has reviewed the sample Support Agreement and agrees to adhere to all of the conditions of said agreement
☒	Any additional comments or information you believe would assist YFAC in the review/evaluation process

*If you are not required to complete Form 990 or Audit Report, provide documentation to support this exemption. Instead of Form 990 and Audit Report, you must provide financial statement provided by a third party.

NOTE: Complete application packets shall be submitted to the City Clerk's Office no later than 5pm on the last day of the application period.

1. Applications will be evaluated by YFAC
2. Site visit will be scheduled
3. YFAC will make a recommendation to the City Council regarding funding requests
4. City Council will approve/deny funding requests
5. City Clerk's office will be the point of contact for submitted reimbursement claims once an executed agreement is in place

TRAINING CERTIFICATE

Congratulations on Your Completion

This record of course completion is granted to

Roxanne Wiseman

for having successfully completed the following:

Monitoring and Evaluation Practices

Completion Date: Wednesday, December 31, 2025

Provider: International Rescue Committee (IRC)

Duration: 1 Hours 50 Minutes

nonprofitready.org



Tina Bolding
Director of NonprofitReady
Cornerstone OnDemand Foundation

Youth & Family Affairs Committee (YFAC) Minimum Requirements – Application Completeness Check Sheet

Goal of YFAC: COL 2-3-9-366 *successful implementation of eligible programs aimed at developing life and career enhancing skills for the youth of Lawton while helping them avoid involvement in the criminal justice system.*

Purpose: This checklist is used to determine whether an application is *complete and eligible for scoring*. Applications missing any required item may be deemed incomplete and not advanced for review.

Organization: United Way Family Empowerment

Pre-application training date: 12/16/2026

A. Basic Eligibility (Must Meet All)

- ☐ Program serves at-risk youth - *This is a program directed at adults to help improve the parenting of children
- x Program provides life skills and/or career-enhancing skills
- x Program is non-athletic (academic, enrichment, prevention, or life skills)
- ☐ Program benefits youth residing within Lawton city limits – *Through parents' participation
- x Program aligns with at least one Internal and one External category of the Search Institute's 40 Developmental Assets

B. Application Form – Required Sections Completed

Section A – Agency & Program Information

- x Agency name, years existing, and program/project name
- x Director and Application Lead contact information
- x Physical and mailing addresses
- x Mission statement
- x Program type(s) selected (checkboxes)
- x Total funding amount requested
- x Use of YFAC funds clearly identified

Section C – Sustainability & Program Design

- ☐ At least one SMART goal listed - *The goal is for the parent
- x Performance measure identified for each goal
- x Data collection plan described
- x Ultimate outcome stated
- x Timeline provided
- x Schedule of activities included
- x Program duration and sustainability/visibility measures explained
- x Long-term goals (Years 2–6 and 7–10) addressed

Section D – Program Basics & Demographics

- x Program funding history disclosed (if applicable)
- x Program start year or new program identified
- x Staff and/or volunteer structure described
- x Projected number/percentage of low-income participants provided
- x Age group data completed
- x Demographic data completed
- x Total individuals served from Lawton identified

C. Program Quality & Effectiveness Requirements

Program Description

- x Clear description of program activities
- x Population served clearly defined
- x Explanation of program need/significance
- x Description of staff/volunteer experience
- x Explanation of how program is unique (or differs from similar programs)
- x Description of collaborations/partnerships
- x Explanation of how access is limited to Lawton and at-risk youth

Program Effectiveness

x 40 Developmental Assets selections completed:

- x At least 1 Internal Asset per category
- x At least 1 External Asset per category
- x Three (3) success stories/testimonials included (staff- or client-authored)

D. Budget Requirements

x Program Budget Sheet completed

x Proposed Program Expense Detail completed

x Budget totals are mathematically correct

☐ Budget reflects realistic and sustainable use of funds - * Prior to funding agreement, additional information needed regarding what will be funding under "Barrier removal incentives to help offset cost of transportation"

E. Organizational & Financial Attachments

x Audited Financial Statement (if annual income $\geq$ \$100,000; dated within last 18 months)

x Most recent IRS Form 990 / 990-EZ (with Schedule A, if applicable)

x Year-to-Date Financial Statement (Balance Sheet & Profit and Loss)

x Current Organizational Operating Budget - *Current budget sheet with proposed YFAC funding does not match submitted budget

x 501(c)(3) Determination Letter (or fiscal sponsor letter)

x Current Organizational By-Laws or Operating Agreement

x Current list of Board of Directors

F. Administrative Acknowledgements

x Reviewed and agreed to Sample Support Agreement

x Application submitted by deadline

Staff Use Only

Application Status: ☐ Complete X Incomplete - *See notes

Reviewed by: Cynthia Williams Date: 2/6/2026

Committee Total
217



United Way- Success by
Six Family Empowerment
Program

Youth & Family Affairs Committee
City of Lawton, Oklahoma
212 SW 9th Street
Office of the Mayor
Lawton, OK 73501

tammy.branstetter@lawtonok.gov

Scoring Rubric for Grant Application

All applications requesting consideration by the YFAC for funding must:

1. Be focused on at-risk youth
2. Provide opportunities for life and/or career enhancing skills
3. Demonstrate how the program will help at-risk youth succeed by:
 - a. Increasing the percentage of youth that stay in school
 - b. Increasing the percentage of youth that stay active in programs that foster youth development
 - c. Otherwise prevent youth involvement in crime and help the youth develop into productive adults
4. Be for academic or other non-athletic related activities and life skills
5. Be restricted to citizens living within the Lawton city limits

Scoring Rubric for Grant Application

Program Description: Maximum 10 Points Possible

1. Provide a description of the program, including:
 - a. Program activities
 - b. Population served
 - c. Collaboration with other organizations or programs
2. Explain the significance/importance of the program.
3. Share the program's significant accomplishments over the last few years.
 - a. If this is a new program, what experience or expertise does the staff have to address the needs of those served?
4. Are there similar programs in Southwest Oklahoma? If so, how is your program unique/different?
5. Discuss program strategies, including prevention and intervention tactics used.
6. How will the program ensure access to services for those most in need?
7. If awarded, how will CITY OF LAWTON YFAC funding be used? Which specific aspects (line items) of the program would CITY OF LAWTON YFAC funding be used for?
8. If awarded an amount lower than requested, what aspects of the program would be changed or deleted as a result? Give specific examples of what the program would do if it only received 80% and 70% of the funding requested.
9. Provide a brief description of the organization's capacity and relevant experience in facilitating the proposed program funding request.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-5	POINTS: 6-10
1. Program description is incomplete or lacking explanation of program activities, population served, numbers served last year, numbers expected to serve this year, and/or program does not collaborate with other organizations/programs. 2. Program cannot demonstrate its need or significance in the community. 3. Program has not had any measurable accomplishments. If a new program, no special expertise will be offered to the community through this program. 4. Program is not unique and/or duplicates services offered by other partners/organizations.	1. Program description is comprehensible and complete. Targeted population aligns with YFAC mission. (see first page) 2. Program states a marginal need/significance for the community 3. Program has had at least 1 measurable accomplishment during the last few years. If a new program, expertise and impact that only this program can offer is fully explained. 4. Program is unique in that its services are unduplicated in the community and/or they serve a target market that other like programs are unable to reach. 5. Program strategies incorporate prevention or intervention tactics but not both.	Organization meets all criteria for Adequate AND: 1. Program description is exceptional. Activities of the program are clearly explained. Target population aligns with YFAC mission (see first page) 2. Program shows significant need in our community. 3. Program has had 2 or more measurable accomplishments during the last few years. If a new program, special expertise that only this program can offer is fully explained. 4. Program is unique in its services to the community. 5. Program strategies incorporate both prevention and intervention tactics 6. Program is accessible in a multitude of ways to its target audience/users. Program goes

5. Program strategy does not incorporate prevention nor intervention. 6. Program is unable to describe how they will reach their target audience and/or program is not accessible to the target audience. 7. The program is unable to describe how YFAC funding will be used. 8. The program is unable to describe what changes the organization would make if they received a lower than requested amount of funding. Program did not give specific examples. 9. Organization does not have relevant experience and/or capacity to operate the program.	6. Program paints a clear picture of how they will reach their target audience. Program is accessible to its target audience/users. 7. Use of YFAC funding is clear but does not make a significant impact in the program's ability to provide services to the community. 8. The program clearly describes what changes the organization would make if received lower than requested funding. Program gives at least 1 specific example at either 80% or 70% of funding. 9. Organization has relevant experience and has demonstrated the capacity to operate the program	above and beyond expectations to be available for its target audience. 7. YFAC funding creates a significant impact 8. The program not only clearly describes changes made if organization received lower than requested funding but gives specific examples of additions deletions of program services. Also, specific examples of funding reductions at 80% and 70% are provided. 9. Organization has done a more than adequate job in past with operating (including financial appropriations) the program for which they are requesting funding.
Total	Total	Total _____ Total for Program Description

Program Effectiveness: Maximum 20 Points Possible

1. Please complete the following: A) Prior Year Program Goals and Outcomes (if any); (B) Projected Program Outcomes and Goals
2. Describe methods that will be used to collect and analyze data.
3. How often will data be collected?
4. Explain how you will determine that your program is effectively working and meeting its goals?
5. If applicable, describe challenges or barriers that may impact your program and how they will be addressed.
6. Who will manage the outcome measurement process of the program?
7. How well does the application explain its alignment with the 40 Developmental Assets, and how well does it explain in detail how the program will reflect and measure outcomes that secure the listed assets. The document describes which of the three Developmental Assets it is working with, and lists one asset in each category (including both internal and external assets categories).
8. Please complete the **Success Stories** information below by submitting 3 success stories/testimonials from clients highlighting the success or need for the program for which you are requesting funding. You may choose to ask a client to write their own experience, or summarize their experience and submit it on their behalf. Please indicate in each story if it was written by the client or by your organization. Clients may remain anonymous when providing this requirement.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-10	POINTS:10-20
1. Goals and Outcomes are not clearly stated. 2. It is unclear to the reader which methods will be used to collect and analyze data. 3. It is unclear how often data will be collected. 4. Answer is unclear as to how the program will effectively work to meet its goals. 5. It is unclear whether there are significant challenges/barriers. 6. It is unclear who will manage the outcome 7. The application does not list the applicable document, does not list a minimum of one asset in each category, and does not provide sufficient detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are not relevant to the program for which the funding is being requested.	1. All goals and outcomes are clearly stated. 2. Methods to be used to collect data are clearly defined and make sense. 3. Time line for data collection is given. 4. There are proof measures offered to allow the reader to understand that the program will be able to be measured to determine it is effectively working and meeting its goals. 5. N/A is entered or challenges/barriers are defined and identified. How challenges/barriers will be addressed by the program is clear. 6. A name/title/position of person in the program/organization is given as the responsible party for the outcome measurement process. 7. The application lists the appropriate Developmental Assets document, lists a minimum of one asset in each category, and provides sufficient detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are relevant to the program for which funding is being requested.	Organization meets all criteria for Adequate AND: 1. The individualized goals for each program are reasonable, attainable, and measurable. 2. Examples of how the methods to be used to collect data are given. 3. Detailed timeline for data collection is given. 4. The proof offered shows a direct and clear link to show how the program is effectively working and meeting its goals. 5. Examples are given as to how the organization will overcome the challenges/barriers. 6. Years and experience of the person named as managing the outcome measurement process is given. 7. The application meets the criteria for "Adequate" AND lists more than a one asset in multiple categories, and provides clear and organized detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are a combination of both staff and client authored. Stories are relevant to the program for which funding is being requested.
Total	Total	Total _____ Total for Program Effectiveness

Program Budget: Maximum 10 Points Possible

1. Please complete the *Program Budget Sheet*.
2. Please complete the *Proposed Program Expense Detail*. Provide a list, in order of program priorities, of how CITY OF LAWTON YFAC funds will be used. (Example: Tuition for students - \$10,000; Transportation for students - \$8,000; Books for students - \$2000)

- The budget is realistic and reflects efficient use of program funds that address the funding request.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-5	POINTS: 6-10
1. Form is not completely filled out and/ or the budget does not use program funding effectively to meet objectives/goals. Program does not demonstrate sustainability and/or budget is unrealistic for the program. Budget has significantly higher expenses than income. 2. Demonstrated no knowledge of or training related to grants. Does not identify potential grant opportunities. Has not applied for or secured any external grant funding.	1. Form is completely filled out. The budget uses program funds effectively to meet proposed objectives and support goals. Program demonstrates sustainability and is realistic. Excess (either expenses or income) is marginal. 2. Demonstrated some basic knowledge of grant processes. Has identified or explored potential grant opportunities. Has made limited attempts to apply for grants or has pursued at least one additional funding source.	Organization meets all criteria for Adequate AND: 1. The budget reflects the best value for money spent. Excess (either expenses or income) is marginal or is not present. 2. Has completed formal training or certification in grant writing or grant management. Actively pursued multiple grant opportunities on an ongoing basis. Has successfully secured external grant funding to support programs, projects, or initiatives.
Total	Total	Total _____ Total for Program Budget

Organization Information: Maximum 6 Points Possible

1. Provide a brief description of the **organization's mission**.
2. Provide a brief description of your organization's Board of Directors/volunteer leadership/governing body structure.
 - a. How do they demonstrate an active role in the organization?
 - b. What percentage of Board Members make an annual financial contribution to your organization?
 - c. What is the total amount of funding Board Members contribute annually to your organization?
- 3.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-3	POINTS: 3-6
1. Organization's/Program's mission and goals were not stated. 2. Organization has a lack of Board organization and/or the Board of Directors are not active in volunteering their time, talent, and treasure.	1. Organization's mission and goals are stated but unclear. 2. Organization's board is actively involved & financially contributing.	Organization meets all criteria for Adequate AND: 1. Organization's mission and goals are clearly stated. 2. Board participates on committees and assists with fundraisers. Organization's Board has 100% financial participation.
Total	Total	Total _____ Total for Organization Information

*This requirement only applies to current and re-applying funded partner agencies

Organization Financials: Maximum 6 Points Possible

1. Attach an **Audited Financial Statement** (for organizations with an annual income of \$100,000 or more). Audit must cover the fiscal period ending not more than 18 months prior to June 30 (i.e. audit must be dated December or after).
2. Attach most recent **IRS 990**, including Schedule A or 990 EZ (State and Federal applications require additional paperwork for 990)(if required to file one)
3. Attach a **Year to Date Financial Statement** (balance sheet and profit & loss statement) for entire organization.
4. Please complete **Current Organizational Budget** for the entire organization, including expected revenue and expenses.

Inadequate (incomplete) POINTS: 0	Adequate (comprehensible and complete) POINTS: 1-3	Exemplary (well-conceived and thoroughly developed) POINTS: 3-6
1. Audited Financial statement is missing, incomplete, or is more than 18 months old. 2. IRS 990 or 990 EZ is missing or has not been filed with the IRS. The form is more than 18 months old. 3. A current budget for the entire organization is missing and/or incomplete. The revenue and expenses of current budget show a huge excess or deficit. 4. A Year to Date Financial Statement is incomplete, lacking balance sheet and/or profit and loss statement. The organization has high expenses and low income overall.	1. Audited Financial Statement has been submitted and is not more than 18 months old. If findings appear in the audit they are not explained and/or no plan for rectification of findings is given. 2. IRS 990 or 990 EZ has been submitted to the IRS and is not more than 18 months old. 3. A Current Budget has been submitted. The revenue and expenses of the current budget show some excess or deficit but nothing insurmountable. 4. A Year to Date Financial Statement is complete with balance sheet and profit and loss statement. The organization shows relatively even expenses and incomes.	Organization meets all criteria for Adequate AND: 1. No findings appear in Audit or if findings appear the agency can explain, in detail, rectification for the finding. 2. Submitted documentation reflects exemplary financial practices. 3. Current budget is reasonable. No deficit and/or minimal deficit occurs. 4. Year to Date Financial statement is reasonable and shows exemplary financial practices.
Total	Total	Total ____ Total for Organization Financials

Organization Points Tally: ³²45 59 52 29 ~~218~~ 217

A ³²	B ⁴⁵	C ⁵⁹	D ⁵²	E ²⁹	218 217
Organization Information (10 Max)	Program Description (10 Max)	Program Effectiveness (18 Max)	Proposed Program Budget (6 Max)	Organization Financials (6 Max)	TOTAL (50 Possible)
5+9+4+6+3+3+ 2	7+11+6+6+3+ 3+9	17+15+5+7+7+ 0+8	10+10+10+3 +7+10+2	5+9+3+2+3+ 3+4	44+54+28+ 23+19+25

Application Score (50 points possible) Counts as 75% of total score	Partner Visit Score (25 points possible) Counts as 25% of total Score	Total of App. + Total of Partner = Final Score
For Example 40/50 x .75 = %	For Example 22 points = 22%	
_____/_____ Points Possible Scored	_____ Points = % from Partner Visit	
x .75 = % of total of App.		

Program Requested Amount / Final Score = _____
For example: XYZ program requested \$50,000 x 60% = \$30,000.00

Note: Programs selected for site visits will have an additional 25% of their total score based upon the outcome of the site visit with the organizing managers, board members, responsible parties.

Scoring Rubric for Site Visit

Every question is worth 1 point. 20 points are possible for the site visit. This score needs to be entered into the equation on page 8 of the *Scoring Rubric for Grant Application* form.

Question	Yes=1	Sort of=.5	No=0	N/A
1 Do you understand what the program does?				
2 Did you walk away feeling good about what the program does?				
3 Was essential program staff present?				
4 Did you feel welcomed by the Board Members and staff at the Site Visit?				
5 Did the organization and program staff and board members act interested and knowledgeable?				
6 Did the organization/program staff answer all questions sent to them before the site visit?				
7 Were you given a tour of the facility in which the program will operate?				
8 Was the staff able to answer questions with confidence?				
9 Did answers given during the site visit correlate with answers provided in the grant application?				
10 Did the organization/program staff and board members emphasize a need for the program?				
11 Were relevant examples given of how the program will operate?				
12 Answers given by staff and board members were similar and were NOT contradictory?				
13 Did it appear that staff and board members had a positive working relationship?				
14 Are you confident that the program has no major issues with regard to how it operates?				
15 Were you positively impressed by staff and board members during your visit?				
16 Do you feel like this is a needed program in our area which deserves funding from the City of Lawton YFAC to operate?				
17 Were all your questions during the visit answered?				
18 Do you think the program is unique and NOT an unnecessary duplication of services of other local programs?				
19 Did you have an overall positive experience at the site visit?				
20 Did you feel the leadership of the program is adequate to reach goals?				
Total of each column	13+16	3+1	2+0	1+0
Overall Total	29	4	2	1

If you answer "No" or "N/A" and the organization provided a valid reason why they did not/could not receive a "Yes", please share their explanation on the reverse side of this sheet.

Item Title:

Review and discuss the FY 2026–2027 YFAC funding request from the Wichita Mountains Prevention Network for its Youth Summit Program in the amount of \$43,750 and determine whether to recommend approval to the City Council.

Initiator: Bob Weger, Councilman - Ward 6

Information Source: Bob Weger, Councilman - Ward 6

Background:

The Youth and Family Affairs Committee first received the FY 2026–2027 YFAC funding request from the Wichita Mountains Prevention Network for its Youth Summit program at the February 17, 2026, meeting. Committee members have since reviewed and scored the application, and a site visit was conducted on March 4, 2026. Chairman Weger and Carl Fuqua attended the site visit and will share their findings to assist the Committee in determining whether to recommend approval of funding to the City Council.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

Funding Application
Checklist from Internal Auditor
Committee Totals from Application Scoring Rubric
Site Visit Scoring Rubric Totals

Key Issues:

N/A

Funding Source:

PROPEL CIP Funding

Recommended Action:

Consider the FY 2026–2027 YFAC funding request from the Wichita Mountains Prevention Network for its Youth Summit Program in the amount of \$43,750 and, if appropriate, recommend funding to the City Council.

ATTACHMENTS:

1. Wichita Mountains Prevention Network Application Recd 1 29 2026
2. Wichita Mountains Prevention Network Application Checklist 2 9 2026
3. WMPN - Committee Totals from Application Scoring Rubrics
4. WMPN - Site Visit Combined Rubrics



Youth and Family Affairs Committee Project Funding Application

This grant application is for Youth Programs that will take place during the FY26-27 budget year (July 1, 2026 – June 30, 2027).

SECTION A

Agency	Wichita Mtns Prevention N	Years existing: 37	
Project/Program	Youth Summit	Program: New	
Director's Name	Brooke Anthony	Phone	5803555246
Application Lead	Brooke Anthony	Phone	5807046699
Website	wmpn.org	Fax:	5803532168
Email	bmahoney@wmpn.org	# Employees: 13	
Physical Address	22 SW D Ave Suite 2 Lawton, OK 73501		
Mailing Address	22 SW D Ave Ste 2 Lawtor		
Mission Statement: The mission of the Wichita Mountains Prevention Network is to build a community where our citizens can lead healthy, productive, and happy lives. We will do so by reducing risk factors and promoting protective factors in our community, our schools, our families, and our youth.			

SECTION B

CHECK ALL THAT BEST DESCRIBES YOUR PROGRAM/PROJECT

- ☒ Education for gang prevention/life skills
- ☐ Gang prevention
- ☐ Family basic needs

- ☒ After school/out of school skills program
- ☐ Mentoring program
- ☐ Parent/guardian workshop
- ☒ Parent/youth activities
- ☐ Basic Needs - providing, linking, and or referring (ie. Food shelter, resources)

What is the total funding requested?

\$43,750.00

How will YFAC funding be used?

Category (Salaries, Supplies, etc.)	Amount
Staff Salary/Fringe	\$43,750
Junior Presenter Stipends	\$16,744.33
Speaker Fees/Stipends & Gifts	\$4,000
Attendee Supplies (food, bags, shirts, etc.)	\$1,255.67
Match	\$13,000
Total (subtotal if using additional sheets)	\$8,750
	\$43,750

SECTION C: SUSTAINABILITY

PROGRAM BASICS: SUSTAINABILITY

Detail your program/project "SMART" goals. (specific, measurable, attainable, relevant and time-bound). List by each goal.

Relevant Goal: Train a minimum of 10 Jr Presenters by 8/30/26 to work alongside subject matter experts. Register 300 attendees from schools by 9/1/26
Recruit presenters for 10 total workshops (3 Core, 7 elective) by 7/1/2026
Recruit facilitators for 6-8 elective activities by 7/1/2026
Gather 50% of pre- & post-surveys from summit attendees by 9/30/26

Measurable Performance measure: # of jr presenters recruited, # of lead presenters recruited, # of students in attendance, # of schools that sent students, # of surveys and interviews collected, and the responses for qualitative information.

Attainable Data collection plan: We will distribute pre and post surveys to assess attendee's knowledge, confidence, and skills with student registration packets. We also will evaluate the sessions, presenters, location, etc. In addition, we will compile an after-action report based on feedback from presenters and volunteers for summit strengths, weaknesses, and opportunities for improvement. Qualitative data collected during peer-led discussion sessions based on pre-determined questions

Relevant Ultimate Outcome:

To host an inaugural behavioral health conference, which is sustained annually, that empowers local 6th graders with the skills they need to make positive choices for their physical, emotional, and behavioral health. Improve help-seeking and coping skills of Comanche Co sixth graders. Decrease past-30 day substance use among 8th graders according to the 27-28 OPNA.

Time Bound Timeline:

Please see attached timeline for Youth Summit.

Provide a schedule of activities.

Please see attached schedule for the Youth Summit.

How long is this program expected to last? What measures will determine visibility?

The inaugural event will last one day; however, we plan to host this event annually. The following measures will determine visibility and potential for long term sustainability: the number of sponsors recruited during our fundraising drive, number of media outlets that cover the event, the feedback we may receive from parents of attendees, the feedback we get from the schools that participate, and the number of businesses that donate in-kind assistance.

What are your goals for years 2-6 & 7-10?

Year 2: Increase the number of junior presenters recruited by 5 students. Enhance the quality of the summit as measured by the survey feedback.

Year 3: Develop a sustainability plan and increase the number of local sponsorships and in-kind assistance to diversify funding by at least 2 sponsors.

Years 4-10: Incorporate the sustainability plan to continue the youth summit without City of Lawton funding.

SECTION D: PROGRAM BASICS

Has the program received funding from other resources? From Whom?

\$300 has been pledged by the Lawton Lighthouse Church of God and \$1,000 by Humana. Other organizations are being approached but have not yet pledged or awarded funds at this time.

How many years has the program existed?

1

What is your proposed staff/volunteers:

Full Time Staff: 3

Part Time Staff: 1

Volunteers: 20

What is your projected number/percentage of low-income participants served?

50%

PROGRAM DEMOGRAPHICS

Existing Programs ONLY Not Applicable

Describe program background to include year started, activities and accomplishments.

Year Started: Not applicable, first year.

Activities:

Accomplishments:

Number of unduplicated individuals served last year/last time program was active:

0-5 yrs. old:

6-12 yrs. old:

13-18 yrs. old:

19+ yrs. old:

What is the number of families served?

N/A

What was the total number of individuals served from the City of Lawton?

African American:

Asian:

Alaskan:

Caucasian:

Hispanic:

Indigenous:

Pacific Islander:

Multiple:

Other:

Male:

Female:

Other: Self Designated:

SUCCESS STORIES

Provide 3 success stories

Written by program staff on behalf of participant

See attached success story- Girl Power!

Written by program staff on behalf of participant

In 2022 WMPN launched a similar conference in Jefferson County called TeenCon, and besides the fact that conference serves 6th and 9th grades, the conferences will follow the same framework. In four years TeenCon has flourished into a financially self-sustaining entity that gets glowing reviews from students, parents, and community members. Because of the success of TeenCon, and our past experience hosting Girl Power in Comanche County, we have the expertise to plan and execute a multi-faceted, engaging, and community driven Youth Summit that Lawton can be proud of.

Written by program staff on behalf of participant

See attached- C4 Success Story

Existing and New Programs

If there are similar programs in Lawton, describe how the program/project is significant and different.

To our best understanding, our coalition is unaware of any other program or project that comprehensively addresses the mental health needs of our local youth or that provides a meaningful opportunity to allow high school and college aged students the chance to be co-presenters during the conference sessions.

Explain the experience the staff/volunteers have to meet the needs of those to be served.

Due to the coalition's broad range of subject matter experts and motivation of our coalition members to share their unique talents with our local students, the experience of the staff, volunteers, and those organizing this event is unmatched. Our conference will have representation across many sectors, including mental health, health care, law enforcement, civics and others. Subject matter experts will address topics like executive functioning, healthy relationships, internet safety, substance use prevention, building leadership skills, and many others.

List and describe collaborations.

See attached collaborations.

How will the program limit access to Lawton and at-risk youth and their families?

When reaching out to the schools to get their buy-in and commitment to sending their students to the summit, our focus will be on recruiting the students who would benefit the most from this behavioral health conference, such as youth who are at risk for substance misuse, those who have struggled with coping skills, and anyone who would benefit from a supportive environment to build positive connections with their peers. This program will help at-risk youth by allowing them the space to recognize their own unique strengths, skills, and abilities. It will also help increase community protective factors by providing an opportunity for our youth to demonstrate their leadership skills and increase their leadership skills. Our goal is to host this event annually with the idea that former attendees will come back to present as session co-presenters at future conferences.

PROGRAM EFFECTIVENESS

All programs must align with at least one building block for healthy development listed in the Search Institute of America's 40 Developmental Assets. Select one from each of the 4 categories for both Internal and External for a total of 8 selections. Describe how they line up with the program/project.

INTERNAL ASSET

Empowerment	7-Community values youth
The Youth Summit demonstrates that the "community values youth." By inviting high school students to serve as workshop co-presenters, we send a powerful message that young people's perspectives, voices, and leadership matter. This visible responsibility demonstrates to both age groups that the community trusts and respects youth contributions. Sixth graders see older peers being uplifted and recognized as role models, reinforcing the belief that youth are valued stakeholders in the community.	
Empowerment	7-Community values youth
High school leaders are not passive participants; they are a "resource" to overall summit planning and execution. They help design and lead interactive sessions on topics such as communication, decision-making, conflict resolution, and healthy relationships. Their lived experiences make the content relatable, and their active leadership allows them to contribute meaningful skills and insight. By integrating youth voice in planning and facilitation, the program positions young people as essential resources who shape the learning environment.	
Empowerment	7-Community values youth
The summit gives high school participants a structured "opportunity to serve others" with younger students. They mentor, teach, and model positive behaviors—experiencing firsthand the impact of giving back. This service component deepens their sense of responsibility to the community while providing 6th graders with supportive near-peer connections. For many students, this is their first experience contributing to the success and growth of younger youth in a formal leadership role.	
Empowerment	7-Community values youth
Adult mentors are present in every workshop room and activity space to ensure physical and emotional "safety." Their presence helps maintain a structured environment, allows for quick support if challenges arise, and reassures both age groups that trusted adults are available. Adults ensure workshops remain inclusive, developmentally appropriate, and aligned with the program's goals. They serve as positive "role models."	

EXTERNAL ASSETS

Social competencies	39-Sense of Purpose
The workshop sessions teach things like "resistance skills," including but not limited to drugs and alcohol. In these workshop scenarios, role-playing and guided conversations will be utilized to help students practice saying "no," setting boundaries, and recognizing unsafe or unhealthy peer influences. Seeing high school leaders model assertive but respectful resistance strategies helps 6th graders understand how to navigate pressure in real-life situations.	
Social competencies	39-Sense of Purpose
The C4 Summit will address "peaceful conflict resolution" skills and how to effectively handle emotions. Sessions include activities that teach students how to identify emotions, listen actively, use calm communication when conflicts arise, how to set boundaries, be a good friend, and/or have healthy relationships, and ideas for self-care. High school presenters demonstrate and coach these skills through interactive examples, showing that conflicts can be resolved without aggression and that seeking help is a sign of strength, not weakness, as well as the importance of knowing who you can trust.	
Social competencies	39-Sense of Purpose
The summit encourages youth to recognize their own "personal power" and that their choices and actions influence their futures. High school leaders share personal stories of overcoming challenges or making decisions aligned with their goals, reinforcing that young people have the power to shape their own paths. The workshops will encourage goal setting to create a "positive view of personal futures and a sense of purpose." Activities encourage youth to think about future interests, strengths they can develop, and the supportive adults and peers available to help them reach their goals.	
Social competencies	39-Sense of Purpose
Workshops are designed to highlight strengths rather than deficits to aid in boosting confidence and "self-esteem." Activities allow students to experience success—whether through collaborative problem-solving, skill-building games, or contributing ideas during discussions. Positive feedback from near-peer leaders helps build confidence and reinforces each student's sense of worth.	

Attach additional pages as needed. Check if additional sheets are used ☐

PROGRAM BUDGET

Current program budget. Complete attached budget sheet.

\$43,750.00**List current funding sources**

Category	Source	Amount
Staff Salary/Fringe	YFAC Funding	\$16,744.33
Junior Presenter Stipends	YFAC Funding	\$4000
	YFAC Funding	\$
Presenter Fees	YFAC Funding	\$1255.67
Workshop & Event Supplies	YFAC Funding	\$2000
Food & Drink	YFAC Funding	\$5000
T Shirts & Bags	YFAC Funding	\$6000
	YFAC Funding	\$
Volunteer Match	YFAC Funding	\$8750
Total (subtotal if using additional sheets)		\$43,750

Use additional sheets if necessary. Check if additional sheets are used ☐

The City of Lawton strongly encourages you to take courses on finding and applying for additional grant funding.

1. List any grant training you have pursued and provide documentation of attendance. Check if you've provided documentation ☐

Most of the trainings were on demand recordings, and therefore no CEUs were provided: Supporting Nonprofit Sector Health (from the National Council of Non-Profits) Dec. '25. Grant Writing 101: Roadmap to Funding Success (Great Lakes PTTC) Aug. '25. Texoma Gives Webinar July '25. Free online resources from One Cause. Sustainability: Becoming a Budget Line Item (CADCA Forum Conference Session) Feb'25. Intro to Proposal writing, intro to fundraising and planning (Candid) July '24.

2. Provide training certifications obtained. Check if you've provided certifications ☒

CADCA certificate is provided. Others did not provide certificates.

3. List additional grant funding opportunities you are pursuing or have been awarded:

We plan to request funding through the following opportunities:
Torch Helps Grant, Lawton Community Foundation, Laura Fields Trust, Hilliary Communications, State Farm Insurance, Casey's General Stores Charitable Giving, Jack in the Box Foundation, Spartan Nash Foundation, local banks, and small businesses.

Time bound Timeline

Tentative Target Date - 9/23/26

TASK	DUE DATE
Conference Schedule Finalized	7/1/2026
Jr. Presenter Training Begins	7/1/2026
Jr. Presenters Assigned to Leads	7/30/2026
Sponsorship Sign Up Deadline	7/31/2026
Registration Packets Distributed to Schools	8/1/2026
Presenter Forms Collected	8/1/2026
T-Shirt Sponsor Design Complete	8/7/2026
T-Shirts ordered	8/8/2026
Registration Deadline	8/31/2026
Pick Up Registration Packets from schools	9/1/2026
Lunch Logistics Finalized	9/3/2026
Presenter gifts finalized	9/3/2026

Tentative Target Date - 9/23/26

TASK	DUE DATE
Order Event Supplies	9/3/2026
Food Finalized	9/9/2026
Presenter Orientation	9/11/2026
Electives & Activities Assigned	9/11/2026
Logistics Instructions Sent to Schools	9/14/2026
Registration Materials Printed (Badges, spreadsheets, labels, et al)	9/14/2026
Volunteers Recruited	9/18/2026
Put Counselor Resource Folders together	9/18/2026
Put Student Folders together	9/18/2026
T-Shirts Delivered to Schools	9/21/2026
Volunteer Orientation	9/22/2026
Conference Set Up	9/22/2026

Youth Summit Schedule of Activities

TIME	EVENT(S)	KEY TASKS	RESPONSIBLE	NOTES
7:30	Committee Arrives			
	First Shift Arrives	Registration, crowd control, escorting students to keynote space		
8:00	Students arrive	Crowd Control		Assign specific volunteers to each school?
	Presenters arrive			
	Check In Begins			
8:30	Opening Remarks		Michelle	Welcome, housekeeping, raffle information
8:40	Keynote begins			
	Check In ends	Break down tables, organize supplies & files		
9:00	Keynote ends			
9:05	Session 1 begins			
9:45	Session 1 ends			
9:50	Session 2 Begins			
10:00	Second Shift arrives	Serve Lunch, Assist with Electives, Escort 9th Grade		
	First Shift departs			

TIME	EVENT(S)	KEY TASKS	RESPONSIBLE	NOTES
14:05				Have all committee members sign
	Third Shift departs			
	Summit Ends	Final walk through, Pack Up Cars, turn off lights, secure church		
14:15	Student Load Out			
	Quick Debrief			One feeling word, what went well, what should be reevaluated
14:30	Final Walkthrough			Walk through with FISTA staff to ensure everything is left correctly
14:45				
15:00	Committee & Third Shift Departs			

Success Story- Girl Power!

The Wichita Mountains Prevention Network and the Comanche County Community Coalition have a history with hosting a similar program in Lawton, formerly known as “Girl Power!”

The Girl Power conference was held annually from 1996-2012 and approximately 325 5th grade girls attended from Lawton Public Schools. The conference offered 6 different workshops addressing topics like personality types; practicing skills to avoid danger and bullies; learning how to be a good friend; positive self-image; as well as the facts about drugs and alcohol. Wichita Mountains Prevention Network staff trained high school girls to be workshop presenters. This had a better buy-in with the younger girls who listen more closely to their older peers rather than only adults. This peer-mentorship model created a unique space where younger students could see strong, confident role models who were close enough in age to feel relatable yet experienced enough to offer guidance and inspiration. Through open conversations, team activities, and storytelling, the mentors shared their own experiences—both challenges and successes—helping 5th grade girls understand that obstacles can be overcome and that their voices matter. For many younger students, seeing girls from their own community thriving in leadership roles made their dreams feel attainable.

The conference was well received and supported by the community, schools, and local businesses. The impact on the 5th graders was immediate and meaningful. Teachers and parents observed increased confidence, improved communication skills, and stronger peer relationships. Students who were once hesitant to speak up began participating more actively in class, expressing themselves with pride, and supporting one another. The mentorship experience helped them enter middle school with greater self-esteem and a sense of belonging.

Equally important to this success was the strong support from schools throughout the Lawton district. Administrators, counselors, and teachers welcomed Lawton’s Girl Power into their buildings, recognizing the value of empowering young girls at a critical developmental stage. Schools provided scheduling flexibility and staff collaboration to ensure the program’s success. Their encouragement reinforced the message that social-emotional learning and leadership development are essential parts of education.

The partnership between high schools, elementary schools, and Lawton’s Girl Power created a united community effort. High school mentors grew as leaders and role models, while 5th grade girls gained confidence and inspiration. Together, with the unwavering support of Lawton schools, this initiative proved that when girls uplift one another, entire communities grow stronger.

When the conference originally began in 1996 funding was less restrictive in how it could be utilized. Unfortunately, after 2012, staff time and funding flexibility made it more challenging to keep doing the conference.

Comanche County Community Coalition (C4) Success Story:

The C4 coalition collaborates with local schools to host Red Ribbon Week assemblies to educate students about the importance of choosing to live a substance free life. Our coalition was able to coordinate with our local law enforcement partners to host 17 assemblies during the weeks of October 20, 2025 and October 27, 2025. Our coalition received support from Lawton Police Department, Lawton Public Schools Police Department, Comanche County Sheriff's Department, Comanche Nation Police Department, and SW OK Crimestoppers. In partnership with these agencies, we created an assembly that featured 3 components: a speaker to talk to the students about Red Ribbon Week and the importance of choosing to live drug free, a K9 demonstration, and an appearance by SGT Okie (the new Crimestoppers detective). We were able to visit most of the elementary schools in Lawton. During our assemblies to students, our presenters took the time to encourage students to continue working hard at school, to continue being a good friend, and the importance of advocating for yourself and others. Because of these assemblies, we were able to make face-to-face contact with over 5000 students and hundreds of teachers, staff and administrators. Seeing so many children smiling and engaging with the content we were presenting was gratifying. While so much work is done in collaboration meetings and working behind the scenes, it was wonderful to get to witness your impact and get to see your work in action.

Due to the overwhelmingly positive feedback we received, our coalition decided to create our one day youth leadership and mental health conference. Our coalition determined we could make more meaningful impacts by offering a one day conference tailored to address the concerns of our local middle school aged students.

List and describe collaborations

Volunteers of America- This agency will be an integral part of the planning and execution of our Youth Summit. Folks will be helping to secure session presenters, organize the structure of the event and aid in promoting the event.

Safe Care- Our C4 Vice Chair, who works for Safe Care, will be crucial in helping with creating content, being the liaison for the summit's location's point of contact and will aid in promoting the event.

Lawton Police Dept.- LPD's Community Oriented police officers will be helping our committee secure relevant session presenters and will help with any logistical issues that may arise during the planning process.

Marie Detty- Our coalition secretary and committee co-chair, who works for Marie Detty, will be spearheading the planning, organizing, and execution of our Youth Summit. She will also assist in promoting the event throughout Lawton.

Comanche Nation Police Dept- CNPD's Community Oriented police officers will be helping our committee secure relevant session presenters and will help promote the event throughout Lawton.

ABLE Commission- Through our connections with some of our ABLE partners we will be able to utilize their expertise to help shape some of the session topics that our summit will be addressing and we will be able to seek their advice on relevant session presenters.

Cameron University- Because we have developed a great connection with Cameron University, our coalition will be reaching out to CU staff and professors to recruit potential junior presenters to assist our session presenters and share information about our Youth Summit, as well. Additionally, we will be able to promote our event through Cameron University's network.

Local schools- Our connections embedded within our local schools will be our primary point of contact in recruiting student attendees and recruiting junior presenters to assist our session presenters. Our school contacts will also be utilized to help promote our summit and organize attendee transportation to and from the event.

Local churches-We have already received a pledge from a local church who has supported our coalition's initiatives and events in the past. This church and other churches will aid our coalition in promoting the event and recruiting potential junior presenters to assist our session presenters.



Verification of Attendance

CADCA verifies that

Brielle Anthony

(name of registered attendee)

has attended

CADCA's National Leadership Forum on February 4 - February 6, 2025

CADCA's 35th Annual National Leadership Forum is packed with opportunities to learn the latest strategies to fight substance misuse and hear from prevention experts, federal administrators, and policymakers. The Forum brings together over 2,000 coalition members, government leaders, youth, prevention specialists, treatment professionals, recovery advocates, education institutions, law enforcement professionals, researchers, and faith-based leaders. The training sessions fit into one of these topic areas: Marketing and Communications, Policy and Advocacy, Coalition Leadership, Sustainability, Cross-Sector Collaboration, Evaluation and Research, and What's Trending.

This letter can be used to document contact hours for CEUs or education hours for the Certified Prevention Specialist (CPS) certification. A maximum of 9.5 contact hours is available for CADCA's National Leadership Forum. 1 CEU is equivalent to 10 contact hours.

	Tues	Wed	Thurs	Total
Plenary/Special Events	0.00	0.00	2.00	2.00
Training Sessions	3.75	1.25	2.50	7.50
Total Hours	3.75	1.25	4.50	9.50

Johnnetta Davis-Joyce

Vice President, Training Operations and Research and Evaluation

Youth Summit Narrative, Wichita Mountains Prevention Network

1. Many young people face barriers that place them at increased risk of academic disengagement, involvement in delinquent behavior, and long-term instability. These risks often emerge early, during key transition years when youth are navigating new academic expectations, social pressures, and exposure to negative influences. Without timely, supportive intervention, these challenges can escalate leading to school absenteeism, behavioral issues, and eventual dropout.

The Youth Summit was created to address these risks at their root by intentionally supporting youth who are most vulnerable during these critical developmental years. By focusing on relationship-building, peer mentorship, and connection to positive youth development resources, the summit provides protective factors proven to reduce risk and strengthen resilience. Sixth-grade students, identified as being at heightened risk due to academic, behavioral, or social factors, are linked with trained high school and adult presenters who model positive decision-making, reinforce the importance of education, and help students see a clear path forward. The Youth Summit will focus on providing education, tools and resources to local at-risk 6th graders.

The need for this type of early community-based intervention is supported by local data, which demonstrates the strong link between early disengagement, school dropout, and increased involvement in the juvenile justice system. The following section outlines key data points that highlights the scope of risks facing today's youth and underscores the urgency of proactive, collaborative prevention strategies.

The following data was obtained from the Oklahoma Prevention Needs Assessment (OPNA) survey, during the school year 2023-2024, surveying Comanche County 6th, 8th, 10th, and 12th grade students.

- 40.5% (882) students were considered high risk for academic failure, with the highest percentage being in 6th grade at 43% of students (257).
- 36.8% (579) 8th, 10th, and 12th grade students were at high risk for favorable attitudes to drug use.
- 66.6% (389) of 6th graders were categorized as high risk on perceived risk of drug use.
- 64.6% (390) 6th graders were considered high risk on attitudes favorable to antisocial behaviors.
- 57.2% (834) 8th, 10th, and 12th grade students were considered high risk for low neighborhood attachment.
- 38.9% (213) of 10th graders were considered low protection on community opportunities for prosocial involvement.

Youth Summit Narrative, Wichita Mountains Prevention Network

- 17% (360) of 6th, 8th, 10th, and 12th graders reported seriously considering attempting suicide in the past 12 months. The highest numbers were in 8th grade (114 students) followed by 10th graders (101 students).
- 86.4% (509) 6th grade students reported moderate to high depressive symptoms.
- 40.5% (245) 6th graders reported being bullied at least once in the past 30 days.

According to the 2025 School Report Card for Lawton Public Schools:

- 64.8% of students were considered economically disadvantaged, with a high school graduation rate of 80.4%, and lower attendance than their peers who were not economically disadvantaged.
- American Indian students had the lowest percentage for high school graduation by race at 70.7% and the highest percentages of absenteeism compared to other races.

Based on the data, the Wichita Mountains Prevention Network (WMPN) and the Comanche County Community Coalition (C4) determined that helping these at-risk students, starting in the 6th grade, was imperative to preventing long-term negative outcomes. The youth summit seeks to 1) improve help-seeking and coping skills of Comanche County sixth graders; 2) increase students perception of harm related to drugs and alcohol and thereby lowering their risk of drug use initiation; 3) foster an understanding and supportive environment to build positive connections with their peers and older students; 4) create leadership and prosocial opportunities for older students, as Junior Presenters, to volunteer and provide positive guidance and interactions for younger students. When reaching out to the schools to get their buy-in and commitment to sending their students to the summit, our focus will be on recruiting the students who would benefit the most from this behavioral health conference, such as youth who are at risk for substance misuse, those who have struggled with coping skills, and anyone who would benefit from a supportive environment to build positive connections with their peers.

2. The Youth Summit is not only a prevention strategy for younger students—it is a leadership development pipeline for junior presenters. The Youth Summit provides opportunities for life and/or career enhancing skills for the Junior Presenters. By combining mentorship, public engagement, and community partnership, the summit equips high school students with practical life and career skills that prepare them for success beyond high school while strengthening the entire community. The Junior Presenters are entrusted with real leadership roles, including facilitating small groups, public speaking, co-leading activities, and supporting younger students. This responsibility builds confidence in leadership roles, accountability and follow-through, ethical decision-making and role modeling, and the ability to guide others in positive behavior. Through mentor training and live interaction, junior presenters develop

Youth Summit Narrative, Wichita Mountains Prevention Network

self-awareness and emotional regulation, empathy and cultural awareness, boundary setting and professionalism, peer support, and problem-solving skills. The summit introduces junior presenters to professional expectations, including time management and punctuality, team collaboration, professional conduct and appearance, and responsibility to a group larger than themselves. Leadership experiences like these are valued by colleges, scholarship committees, and future employers, providing vital opportunities for life and/or career enhancing skills.

3. This program is a proactive, community-driven initiative designed to reduce at-risk youth involvement in crime, increase school engagement, reduce dropout, and strengthen participation in positive youth development programs. The summit brings together 6th grade students at a critical transition point and pairs them with trained high school student mentors who serve as role models, guides, and trusted peers. Youth are more likely to disengage from school and become involved in delinquent behavior when they experience a lack of connection to caring adults, poor school attachment, limited access to positive after-school opportunities, and exposure to stress, trauma, or unmet basic needs. Sixth grade is a pivotal year when students face increased academic pressure, social challenges, and exposure to negative influences. Early intervention at this stage is critical to keeping students on a positive path. By building early relationships, increasing a sense of belonging, and connecting youth to supportive programs and adults, the summit addresses the root causes of school disengagement and risky behaviors before they escalate.
 - a) The Youth Summit aims to increase the percentage of youth that stay in school and prevent negative consequences in the community. School disengagement is one of the strongest predictors of dropout and potential juvenile justice involvement. The summit helps at-risk students stay in school by building a sense of belonging, normalizing challenges, reducing feelings of isolation, and providing near-peer mentors who make success feel achievable. High school Junior Presenters also benefit by strengthening leadership skills, increasing responsibility, and reinforcing their own commitment to graduation.
 - b) The Youth Summit provides leadership and service opportunities for the Junior Presenters who are older high school students. These leadership development opportunities provide the students something to do after school in a safe environment which can reduce their dropout risk. By giving the Junior Presenters a key role in the youth summit they feel empowered, seen, heard, and valued. They also will learn tools and resources that could be relevant to their lives as well. When youth are involved in programs that foster youth development they are more likely to stay active with these programs as a protective factor.

Youth Summit Narrative, Wichita Mountains Prevention Network

- c) The summit uses protective factors, such as positive peer relationships, adult connection, and skill building sessions, to prevent and reduce youth involvement in crime and help mold youth into productive adults. Positive peer relationships through high school junior presenters who model healthy decision-making helps create a sense of connection. Strong adult and community connections will also increase accountability and trust. Skill-building sessions focused on emotional regulation, conflict resolution, and asking for help will help them utilize life skills beyond the summit. These skills will carry over into adulthood. When youth feel seen, supported, and connected, they are significantly less likely to engage in risky behavior. Youth often internalize what the community believes, so it is important that they see productive adults who believe in and support them, instilling a sense of hope for their futures.
4. The summit provides educational activities for students to learn life skills from caring adults and peers who model positive interactions. The 6th grade student attendees will learn things like goal setting, boundaries, empathy, age appropriate emotional regulation, managing stress, handling peer pressure, and normalizing asking for help without shame. These are life skills that the students can take home and use everyday. The junior presenters will also gain leadership, communication, presentation and facilitation skills, trauma awareness, confidentiality, boundaries, and when to ask for help. The junior presenters will be teamed up with trusted experienced adults to assist during the workshops, including mental health counselors.
5. The following data will be collected to provide measurable outcomes that meet the requirements of the grant.
- Attendee pre-surveys will be collected with student registration packets to gauge the 6th grader's baseline knowledge, attitudes, and behaviors related to the workshop topics.
 - Attendee post-surveys will be collected at the summit to see if knowledge, attitudes, and behaviors changed after attending the workshops.
 - Qualitative data will be collected during peer-led discussion sessions based on pre-determined questions with the Junior Presenters.
 - Qualitative data will also come from the junior and adult presenters who participate in an after-action meeting to determine interest in continued participation and provide feedback on strengths and improvements for the Summit. Junior Presenter retention will be a measure of success.
 - Key informant surveys will be collected from school counselors in April and October to determine what they thought of the summit, if they noticed any changes with the students who attended, and student/parent feedback. We will partner with the school counselors to monitor engagement, behavioral incidents and discipline.

Youth Summit Narrative, Wichita Mountains Prevention Network

- OPNA survey data will be reviewed for the following school year to determine if any of the self-reported at-risk behaviors were decreased.

Youth Summit Narrative, Wichita Mountains Prevention Network

Sources:

Oklahoma Prevention Needs Assessment (OPNA) Survey, 2024,
<https://www.oklahoma.gov/odmhsas/research/statistics-and-data/dashboards.html#opna>

Oklahoma School District Report Cards, Lawton Public Schools, 2025,
<https://schoolreportcards.ok.gov/district/2025/161008/graduation>

Youth and Family Affairs Committee Application Checklist

☒	Completed Application
☒	Audited Financial Statement and Audit Report*
☒	Most recent Tax Return Form 990*
☒	Year to Date Financial Statement*
☒	Agency Budget/Organization Operating Budget
☒	501(c)(3) Letter of Exempt Status (Yours or Your Sponsor Organization)
☒	Current Organizational By-Laws or Operating Agreement
☒	Current List of Board of Directors
☒	Has reviewed the sample Support Agreement and agrees to adhere to all of the conditions of said agreement
☒	Any additional comments or information you believe would assist YFAC in the review/evaluation process <i>Supplemental Narrative & Budget</i>

*If you are not required to complete Form 990 or Audit Report, provide documentation to support this exemption. Instead of Form 990 and Audit Report, you must provide financial statement provided by a third party.

NOTE: Complete application packets shall be submitted to the City Clerk's Office no later than 5pm on the last day of the application period.

1. Applications will be evaluated by YFAC
2. Site visit will be scheduled
3. YFAC will make a recommendation to the City Council regarding funding requests
4. City Council will approve/deny funding requests
5. City Clerk's office will be the point of contact for submitted reimbursement claims once an executed agreement is in place

Youth & Family Affairs Committee (YFAC) Minimum Requirements – Application Completeness Check Sheet

Goal of YFAC: COL 2-3-9-366 *successful implementation of eligible programs aimed at developing life and career enhancing skills for the youth of Lawton while helping them avoid involvement in the criminal justice system.*

Purpose: This checklist is used to determine whether an application is *complete and eligible for scoring*. Applications missing any required item may be deemed incomplete and not advanced for review.

Organization: Wichita Mountains Prevention Network
Pre-application training date: 11/25/2026

A. Basic Eligibility (Must Meet All)

- x Program serves at-risk youth
- x Program provides life skills and/or career-enhancing skills
- x Program is non-athletic (academic, enrichment, prevention, or life skills)
- x Program benefits youth residing within Lawton city limits
- x Program aligns with at least one Internal and one External category of the *Search Institute's 40 Developmental Assets*

B. Application Form – Required Sections Completed

Section A – Agency & Program Information

- x Agency name, years existing, and program/project name
- x Director and Application Lead contact information
- x Physical and mailing addresses
- x Mission statement
- x Program type(s) selected (checkboxes)
- x Total funding amount requested
- x Use of YFAC funds clearly identified - [Need additional information on speaker gifts and attendee supplies](#)

Section C – Sustainability & Program Design

- ☐ At least one SMART goal listed – [Not clear on what they are to be trained in or what presentation topics are](#)
- x Performance measure identified for each goal
- x Data collection plan described
- x Ultimate outcome stated
- x Timeline provided
- x Schedule of activities included
- x Program duration and sustainability/visibility measures explained
- x Long-term goals (Years 2–6 and 7–10) addressed

Section D – Program Basics & Demographics

- x Program funding history disclosed (if applicable) – [1st year of the program](#)
- x Program start year or new program identified
- x Staff and/or volunteer structure described
- ☐ Projected number/percentage of low-income participants provided – [1st year of the program](#)
- ☐ Age group data completed – [1st year of the program](#)
- ☐ Demographic data completed – [1st year of the program](#)
- ☐ Total individuals served from Lawton identified – [1st year of the program](#)

C. Program Quality & Effectiveness Requirements

Program Description

- x Clear description of program activities
- x Population served clearly defined
- x Explanation of program need/significance
- x Description of staff/volunteer experience
- x Explanation of how program is unique (or differs from similar programs)
- x Description of collaborations/partnerships
- x Explanation of how access is limited to Lawton and at-risk youth

Program Effectiveness

x 40 Developmental Assets selections completed:

- x At least 1 Internal Asset per category
- x At least 1 External Asset per category
- x Three (3) success stories/testimonials included (staff- or client-authored)

D. Budget Requirements

x Program Budget Sheet completed

x Proposed Program Expense Detail completed

x Budget totals are mathematically correct

☐ Budget reflects realistic and sustainable use of funds – [Need additional information on the match](#)

E. Organizational & Financial Attachments

x Audited Financial Statement (if annual income $\geq$ \$100,000; dated within last 18 months)

x Most recent IRS Form 990 / 990-EZ (with Schedule A, if applicable)

x Year-to-Date Financial Statement (Balance Sheet & Profit and Loss)

x Current Organizational Operating Budget

x 501(c)(3) Determination Letter (or fiscal sponsor letter)

x Current Organizational By-Laws or Operating Agreement – [Not signed](#)

x Current list of Board of Directors

F. Administrative Acknowledgements

x Reviewed and agreed to Sample Support Agreement

x Application submitted by deadline

Staff Use Only

Application Status: ☐ Complete x Incomplete – [See Notes](#)

Reviewed by: *Cynthia Williams* Date: 2/9/2026

Committee Total
224



Wichita Maintains Prevention
Network - Youth Summit

Youth & Family Affairs Committee
City of Lawton, Oklahoma
212 SW 9th Street
Office of the Mayor
Lawton, OK 73501

tammy.branstetter@lawtonok.gov

Scoring Rubric for Grant Application

All applications requesting consideration by the YFAC for funding must:

1. Be focused on at-risk youth
2. Provide opportunities for life and/or career enhancing skills
3. Demonstrate how the program will help at-risk youth succeed by:
 - a. Increasing the percentage of youth that stay in school
 - b. Increasing the percentage of youth that stay active in programs that foster youth development
 - c. Otherwise prevent youth involvement in crime and help the youth develop into productive adults
4. Be for academic or other non-athletic related activities and life skills
5. Be restricted to citizens living within the Lawton city limits

Scoring Rubric for Grant Application

Program Description: Maximum 10 Points Possible

1. Provide a description of the program, including:
 - a. Program activities
 - b. Population served
 - c. Collaboration with other organizations or programs
2. Explain the significance/importance of the program.
3. Share the program's significant accomplishments over the last few years.
 - a. If this is a new program, what experience or expertise does the staff have to address the needs of those served?
4. Are there similar programs in Southwest Oklahoma? If so, how is your program unique/different?
5. Discuss program strategies, including prevention and intervention tactics used.
6. How will the program ensure access to services for those most in need?
7. If awarded, how will CITY OF LAWTON YFAC funding be used? Which specific aspects (line items) of the program would CITY OF LAWTON YFAC funding be used for?
8. If awarded an amount lower than requested, what aspects of the program would be changed or deleted as a result? Give specific examples of what the program would do if it only received 80% and 70% of the funding requested.
9. Provide a brief description of the organization's capacity and relevant experience in facilitating the proposed program funding request.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-5	POINTS: 6-10
1. Program description is incomplete or lacking explanation of program activities, population served, numbers served last year, numbers expected to serve this year, and/or program does not collaborate with other organizations/programs. 2. Program cannot demonstrate its need or significance in the community. 3. Program has not had any measurable accomplishments. If a new program, no special expertise will be offered to the community through this program. 4. Program is not unique and/or duplicates services offered by other partners/organizations.	1. Program description is comprehensible and complete. Targeted population aligns with YFAC mission. (see first page) 2. Program states a marginal need/significance for the community 3. Program has had at least 1 measurable accomplishment during the last few years. If a new program, expertise and impact that only this program can offer is fully explained. 4. Program is unique in that its services are unduplicated in the community and/or they serve a target market that other like programs are unable to reach. 5. Program strategies incorporate prevention or intervention tactics but not both.	Organization meets all criteria for Adequate AND: 1. Program description is exceptional. Activities of the program are clearly explained. Target population aligns with YFAC mission (see first page) 2. Program shows significant need in our community. 3. Program has had 2 or more measurable accomplishments during the last few years. If a new program, special expertise that only this program can offer is fully explained. 4. Program is unique in its services to the community. 5. Program strategies incorporate both prevention and intervention tactics 6. Program is accessible in a multitude of ways to its target audience/users. Program goes

5. Program strategy does not incorporate prevention nor intervention. 6. Program is unable to describe how they will reach their target audience and/or program is not accessible to the target audience. 7. The program is unable to describe how YFAC funding will be used. 8. The program is unable to describe what changes the organization would make if they received a lower than requested amount of funding. Program did not give specific examples. 9. Organization does not have relevant experience and/or capacity to operate the program.	6. Program paints a clear picture of how they will reach their target audience. Program is accessible to its target audience/users. 7. Use of YFAC funding is clear but does not make a significant impact in the program's ability to provide services to the community. 8. The program clearly describes what changes the organization would make if received lower than requested funding. Program gives at least 1 specific example at either 80% or 70% of funding. 9. Organization has relevant experience and has demonstrated the capacity to operate the program	above and beyond expectations to be available for its target audience. 7. YFAC funding creates a significant impact 8. The program not only clearly describes changes made if organization received lower than requested funding but gives specific examples of additions deletions of program services. Also, specific examples of funding reductions at 80% and 70% are provided. 9. Organization has done a more than adequate job in past with operating (including financial appropriations) the program for which they are requesting funding.
Total	Total	Total _____ Total for Program Description

Program Effectiveness: Maximum 20 Points Possible

1. Please complete the following: A) Prior Year Program Goals and Outcomes (if any); (B) Projected Program Outcomes and Goals
2. Describe methods that will be used to collect and analyze data.
3. How often will data be collected?
4. Explain how you will determine that your program is effectively working and meeting its goals?
5. If applicable, describe challenges or barriers that may impact your program and how they will be addressed.
6. Who will manage the outcome measurement process of the program?
7. How well does the application explain its alignment with the 40 Developmental Assets, and how well does it explain in detail how the program will reflect and measure outcomes that secure the listed assets. The document describes which of the three Developmental Assets it is working with, and lists one asset in each category (including both internal and external assets categories).
8. Please complete the **Success Stories** information below by submitting 3 success stories/testimonials from clients highlighting the success or need for the program for which you are requesting funding. You may choose to ask a client to write their own experience, or summarize their experience and submit it on their behalf. Please indicate in each story if it was written by the client or by your organization. Clients may remain anonymous when providing this requirement.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-10	POINTS: 10-20
1. Goals and Outcomes are not clearly stated. 2. It is unclear to the reader which methods will be used to collect and analyze data. 3. It is unclear how often data will be collected. 4. Answer is unclear as to how the program will effectively work to meet its goals. 5. It is unclear whether there are significant challenges/barriers. 6. It is unclear who will manage the outcome 7. The application does not list the applicable document, does not list a minimum of one asset in each category, and does not provide sufficient detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are not relevant to the program for which the funding is being requested.	1. All goals and outcomes are clearly stated. 2. Methods to be used to collect data are clearly defined and make sense. 3. Time line for data collection is given. 4. There are proof measures offered to allow the reader to understand that the program will be able to be measured to determine it is effectively working and meeting its goals. 5. N/A is entered or challenges/barriers are defined and identified. How challenges/barriers will be addressed by the program is clear. 6. A name/title/position of person in the program/organization is given as the responsible party for the outcome measurement process. 7. The application lists the appropriate Developmental Assets document, lists a minimum of one asset in each category, and provides sufficient detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are relevant to the program for which funding is being requested.	Organization meets all criteria for Adequate AND: 1. The individualized goals for each program are reasonable, attainable, and measurable. 2. Examples of how the methods to be used to collect data are given. 3. Detailed timeline for data collection is given. 4. The proof offered shows a direct and clear link to show how the program is effectively working and meeting its goals. 5. Examples are given as to how the organization will overcome the challenges/barriers. 6. Years and experience of the person named as managing the outcome measurement process is given. 7. The application meets the criteria for "Adequate" AND lists more than a one asset in multiple categories, and provides clear and organized detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are a combination of both staff and client authored. Stories are relevant to the program for which funding is being requested.
Total	Total	Total _____ Total for Program Effectiveness

Program Budget: Maximum 10 Points Possible

1. Please complete the *Program Budget Sheet*.
2. Please complete the *Proposed Program Expense Detail*. Provide a list, in order of program priorities, of how CITY OF LAWTON YFAC funds will be used. (Example: Tuition for students - \$10,000; Transportation for students - \$8,000; Books for students - \$2000)

- The budget is realistic and reflects efficient use of program funds that address the funding request.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-5	POINTS: 6-10
1. Form is not completely filled out and/ or the budget does not use program funding effectively to meet objectives/goals. Program does not demonstrate sustainability and/or budget is unrealistic for the program. Budget has significantly higher expenses than income. 2. Demonstrated no knowledge of or training related to grants. Does not identify potential grant opportunities. Has not applied for or secured any external grant funding.	1. Form is completely filled out. The budget uses program funds effectively to meet proposed objectives and support goals. Program demonstrates sustainability and is realistic. Excess (either expenses or income) is marginal. 2. Demonstrated some basic knowledge of grant processes. Has identified or explored potential grant opportunities. Has made limited attempts to apply for grants or has pursued at least one additional funding source.	Organization meets all criteria for Adequate AND: 1. The budget reflects the best value for money spent. Excess (either expenses or income) is marginal or is not present. 2. Has completed formal training or certification in grant writing or grant management. Actively pursued multiple grant opportunities on an ongoing basis. Has successfully secured external grant funding to support programs, projects, or initiatives.
Total	Total	Total _____ Total for Program Budget

Organization Information: Maximum 6 Points Possible

1. Provide a brief description of the **organization's mission**.
2. Provide a brief description of your organization's Board of Directors/volunteer leadership/governing body structure.
 - a. How do they demonstrate an active role in the organization?
 - b. What percentage of Board Members make an annual financial contribution to your organization?
 - c. What is the total amount of funding Board Members contribute annually to your organization?
- 3.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-3	POINTS: 3-6
1. Organization's/Program's mission and goals were not stated. 2. Organization has a lack of Board organization and/or the Board of Directors are not active in volunteering their time, talent, and treasure.	1. Organization's mission and goals are stated but unclear. 2. Organization's board is actively involved & financially contributing.	Organization meets all criteria for Adequate AND: 1. Organization's mission and goals are clearly stated. 2. Board participates on committees and assists with fundraisers. Organization's Board has 100% financial participation.
Total	Total	Total _____ Total for Organization Information

*This requirement only applies to current and re-applying funded partner agencies

Organization Financials: Maximum 6 Points Possible

1. Attach an **Audited Financial Statement** (for organizations with an annual income of \$100,000 or more). Audit must cover the fiscal period ending not more than 18 months prior to June 30 (i.e. audit must be dated December or after).
2. Attach most recent **IRS 990**, including Schedule A or 990 EZ (State and Federal applications require additional paperwork for 990)(if required to file one)
3. Attach a **Year to Date Financial Statement** (balance sheet and profit & loss statement) for entire organization.
4. Please complete **Current Organizational Budget** for the entire organization, including expected revenue and expenses.

Inadequate (incomplete) POINTS: 0	Adequate (comprehensible and complete) POINTS: 1-3	Exemplary (well-conceived and thoroughly developed) POINTS: 3-6
1. Audited Financial statement is missing, incomplete, or is more than 18 months old. 2. IRS 990 or 990 EZ is missing or has not been filed with the IRS. The form is more than 18 months old. 3. A current budget for the entire organization is missing and/or incomplete. The revenue and expenses of current budget show a huge excess or deficit. 4. A Year to Date Financial Statement is incomplete, lacking balance sheet and/or profit and loss statement. The organization has high expenses and low income overall.	1. Audited Financial Statement has been submitted and is not more than 18 months old. If findings appear in the audit they are not explained and/or no plan for rectification of findings is given. 2. IRS 990 or 990 EZ has been submitted to the IRS and is not more than 18 months old. 3. A Current Budget has been submitted. The revenue and expenses of the current budget show some excess or deficit but nothing insurmountable. 4. A Year to Date Financial Statement is complete with balance sheet and profit and loss statement. The organization shows relatively even expenses and incomes.	Organization meets all criteria for Adequate AND: 1. No findings appear in Audit or if findings appear the agency can explain, in detail, rectification for the finding. 2. Submitted documentation reflects exemplary financial practices. 3. Current budget is reasonable. No deficit and/or minimal deficit occurs. 4. Year to Date Financial statement is reasonable and shows exemplary financial practices.
Total	Total	Total ____ Total for Organization Financials

Organization Points Tally: ³⁰52 77 37 28 224

A ³⁰	B ⁵²	C ⁷⁷	D ³⁷	E ²⁸	²²⁴
Organization Information (10 Max)	Program Description (10 Max)	Program Effectiveness (18 Max)	Proposed Program Budget (6 Max)	Organization Financials (6 Max)	TOTAL (50 Possible)

5+3+5+7+3 +5+2	8+8+8+7+4 +6+11	14+10+14+9+8 +14+8	9+3+9+ 2+7+5+ 2	5+4+5+3+3 +4+4	41+28+41+28+25 +34+27
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Application Score (50 points possible) Counts as 75% of total score For Example 40/50 x .75 = % _____/_____.75 = % Points Possible % of Scored points total of App.	Partner Visit Score (25 points possible) Counts as 25% of total Score For Example 22 points =22% _____ Points=% from Partner Visit	Total of App. + Total of Partner = Final Score
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Program Requested Amount / Final Score = _____
For example: XYZ program requested \$50,000 x 60% = \$30,000.00

Note: Programs selected for site visits will have an additional 25% of their total score based upon the outcome of the site visit with the organizing managers, board members, responsible parties.

Scoring Rubric for Site Visit

Every question is worth 1 point. 20 points are possible for the site visit. This score needs to be entered into the equation on page 8 of the *Scoring Rubric for Grant Application* form.

Question	Yes=1	Sort of=.5	No=0	N/A
1 Do you understand what the program does?				
2 Did you walk away feeling good about what the program does?				
3 Was essential program staff present?				
4 Did you feel welcomed by the Board Members and staff at the Site Visit?				
5 Did the organization and program staff and board members act interested and knowledgeable?				
6 Did the organization/program staff answer all questions sent to them before the site visit?				
7 Were you given a tour of the facility in which the program will operate?				
8 Was the staff able to answer questions with confidence?				
9 Did answers given during the site visit correlate with answers provided in the grant application?				
10 Did the organization/program staff and board members emphasize a need for the program?				
11 Were relevant examples given of how the program will operate?				
12 Answers given by staff and board members were similar and were NOT contradictory?				
13 Did it appear that staff and board members had a positive working relationship?				
14 Are you confident that the program has no major issues with regard to how it operates?				
15 Were you positively impressed by staff and board members during your visit?				
16 Do you feel like this is a needed program in our area which deserves funding from the City of Lawton YFAC to operate?				
17 Were all your questions during the visit answered?				
18 Do you think the program is unique and NOT an unnecessary duplication of services of other local programs?				
19 Did you have an overall positive experience at the site visit?				
20 Did you feel the leadership of the program is adequate to reach goals?				
Total of each column	15+17	2+1	1+0	1+0
Overall Total	32	3	1	1

If you answer "No" or "N/A" and the organization provided a valid reason why they did not/could not receive a "Yes", please share their explanation on the reverse side of this sheet.

Item Title:

Review the current YFAC funding application and consider directing staff to make revisions as deemed appropriate by the Committee, with the revised application to be brought back to the Committee for final approval.

Initiator: Bob Weger, Councilman - Ward 6

Information Source: Cynthia Williams, Internal Auditor & Grants Coordinator

Background:

The Internal Auditor has reviewed the current YFAC funding application and has identified areas that may benefit from updates or clarification. The Youth and Family Affairs Committee may provide guidance on revisions to ensure the application is clear and comprehensive. Staff will make the recommended changes, and the revised application will be brought back to the Committee for final approval.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

Current YFAC Funding Application

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Consider directing staff to make revisions to the current YFAC funding application as deemed appropriate by the Committee and return the revised application to the Committee for final approval.

ATTACHMENTS:

1. _Blank YFAC Application_FY26 27_fillable



Youth and Family Affairs Committee Project Funding Application

This grant application is for Youth Programs that will take place during the FY26-27 budget year (July 1, 2026 – June 30, 2027).

SECTION A

Agency		Years existing:	
Project/Program		Program: Choose One	
Director's Name		Phone	
Application Lead		Phone	
Website		Fax:	
Email		# Employees:	
Physical Address			
Mailing Address			
Mission Statement:			

SECTION B

CHECK ALL THAT BEST DESCRIBES YOUR PROGRAM/PROJECT

- ☐ Education for gang prevention/life skills
- ☐ Gang prevention
- ☐ Family basic needs

- ☐ After school/out of school skills program
- ☐ Mentoring program
- ☐ Parent/guardian workshop
- ☐ Parent/youth activities
- ☐ Basic Needs - providing, linking, and or referring (ie. Food shelter, resources)

What is the total funding requested?

\$

How will YFAC funding be used?

Category (Salaries, Supplies, etc.)	Amount
	\$
	\$
	\$
	\$
	\$
Total (subtotal if using additional sheets)	\$

SECTION C: SUSTAINABILITY

PROGRAM BASICS: SUSTAINABILITY

Detail your program/project “SMART” goals. (specific, measurable, attainable, relevant and time-bound). List by each goal.

Relevant Goal:

Measurable Performance measure:

Attainable Data collection plan:

Relevant Ultimate Outcome:

Time Bound Timeline:

Provide a schedule of activities.

How long is this program expected to last? What measures will determine visibility?

What are your goals for years 2-6 & 7-10?

SECTION D: PROGRAM BASICS

Has the program received funding from other resources? From Whom?

How many years has the program existed?

--

What is your proposed staff/volunteers:

Full Time Staff:	Part Time Staff:	Volunteers:
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What is your projected number/percentage of low-income participants served?

--

PROGRAM DEMOGRAPHICS

Existing Programs ONLY Not Applicable

Describe program background to include year started, activities and accomplishments.

Year Started:
Activities:
Accomplishments:

Number of unduplicated individuals served last year/last time program was active:

0-5 yrs. old:	6-12 yrs. old:	13-18 yrs. old:	19+ yrs. old:
---------------	----------------	-----------------	---------------

What is the number of families served?

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What was the total number of individuals served from the City of Lawton?

African American:	Asian:	Alaskan:
Caucasian:	Hispanic:	Indigenous:
Pacific Islander:	Multiple:	Other:
Male:	Female:	Other: Self Designated:

SUCCESS STORIES
Provide 3 success stories

Select One

Select One

Select One

Existing and New Programs

If there are similar programs in Lawton, describe how the program/project is significant and different.

Explain the experience the staff/volunteers have to meet the needs of those to be served.

List and describe collaborations.

How will the program limit access to Lawton and at-risk youth and their families?

PROGRAM EFFECTIVENESS

All programs must align with at least one building block for healthy development listed in the Search Institute of America's 40 Developmental Assets. Select one from each of the 4 categories for both Internal and External for a total of 8 selections. Describe how they line up with the program/project.

INTERNAL ASSET

Select One	Select One
Select One	Select One
Select One	Select One
Select One	Select One

EXTERNAL ASSETS

Select One	Select One
Select One	Select One
Select One	Select One
Select One	Select One

Attach additional pages as needed. Check if additional sheets are used

PROGRAM BUDGET

Current program budget. Complete attached budget sheet.

\$

List current funding sources

Category	Source	Amount
	Select One	\$
	Select One	\$
	Select One	\$
	Select One	\$
	Select One	\$
	Select One	\$
	Select One	\$
	Select One	\$
	Select One	\$
Total (subtotal if using additional sheets)		\$

Use additional sheets if necessary. Check if additional sheets are used**The City of Lawton strongly encourages you to take courses on finding and applying for additional grant funding.**

- 1. List any grant training you have pursued and provide documentation of attendance.** Check if you've provided documentation

- 2. Provide training certifications obtained.** Check if you've provided certifications

3. List additional grant funding opportunities you are pursuing or have been awarded:

--

Youth and Family Affairs Committee Application Checklist

☐	Completed Application
☐	Audited Financial Statement and Audit Report*
☐	Most recent Tax Return Form 990*
☐	Year to Date Financial Statement*
☐	Agency Budget/Organization Operating Budget
☐	501(c)(3) Letter of Exempt Status (Yours or Your Sponsor Organization)
☐	Current Organizational By-Laws or Operating Agreement
☐	Current List of Board of Directors
☐	Has reviewed the sample Support Agreement and agrees to adhere to all of the conditions of said agreement
☐	Any additional comments or information you believe would assist YFAC in the review/evaluation process

*If you are not required to complete Form 990 or Audit Report, provide documentation to support this exemption. Instead of Form 990 and Audit Report, you must provide financial statement provided by a third party.

NOTE: Complete application packets shall be submitted to the City Clerk's Office no later than 5pm on the last day of the application period.

1. Applications will be evaluated by YFAC
2. Site visit will be scheduled
3. YFAC will make a recommendation to the City Council regarding funding requests
4. City Council will approve/deny funding requests
5. City Clerk's office will be the point of contact for submitted reimbursement claims once an executed agreement is in place

Item Title:

Review and discuss the scoring rubrics for YFAC funding applications and site visits and consider directing staff to make revisions as deemed appropriate by the Committee, with the revised rubrics to be brought back to the Committee for final approval.

Initiator: Bob Weger, Councilman - Ward 6

Information Source: Cynthia Williams, Internal Auditor & Grants Coordinator

Background:

The Internal Auditor has reviewed the current YFAC scoring rubrics for applications and site visits and has identified areas on the application scoring rubric that may benefit from updates or clarification. The Youth and Family Affairs Committee may provide guidance on revisions to ensure the rubrics are clear, consistent, and effectively capture scoring criteria. Staff will make the recommended changes, and the revised rubrics will be brought back to the Committee for final approval.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

Scoring Rubric - Application

Scoring Rubric - Site Visit

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Consider directing staff to make revisions to the YFAC scoring rubrics for applications and site visits as deemed appropriate by the Committee and return the revised rubrics to the Committee for final approval.

ATTACHMENTS:

1. Scoring Rubric_Application
2. Scoring Rubric_Site Visit



Youth & Family Affairs Committee
City of Lawton, Oklahoma
212 SW 9th Street
Office of the Mayor
Lawton, OK 73501

tammy.branstetter@lawtonok.gov

Scoring Rubric for Grant Application

All applications requesting consideration by the YFAC for funding must:

1. Be focused on at-risk youth
2. Provide opportunities for life and/or career enhancing skills
3. Demonstrate how the program will help at-risk youth succeed by:
 - a. Increasing the percentage of youth that stay in school
 - b. Increasing the percentage of youth that stay active in programs that foster youth development
 - c. Otherwise prevent youth involvement in crime and help the youth develop into productive adults
4. Be for academic or other non-athletic related activities and life skills
5. Be restricted to citizens living within the Lawton city limits

Scoring Rubric for Grant Application

Program Description: Maximum 10 Points Possible

1. Provide a description of the program, including:
 - a. Program activities
 - b. Population served
 - c. Collaboration with other organizations or programs
2. Explain the significance/importance of the program.
3. Share the program's significant accomplishments over the last few years.
 - a. If this is a new program, what experience or expertise does the staff have to address the needs of those served?
4. Are there similar programs in Southwest Oklahoma? If so, how is your program unique/different?
5. Discuss program strategies, including prevention and intervention tactics used.
6. How will the program ensure access to services for those most in need?
7. If awarded, how will CITY OF LAWTON YFAC funding be used? Which specific aspects (line items) of the program would CITY OF LAWTON YFAC funding be used for?
8. If awarded an amount lower than requested, what aspects of the program would be changed or deleted as a result? Give specific examples of what the program would do if it only received 80% and 70% of the funding requested.
9. Provide a brief description of the organization's capacity and relevant experience in facilitating the proposed program funding request.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-5	POINTS: 6-10
1. Program description is incomplete or lacking explanation of program activities, population served, numbers served last year, numbers expected to serve this year, and/or program does not collaborate with other organizations/programs. 2. Program cannot demonstrate its need or significance in the community. 3. Program has not had any measurable accomplishments. If a new program, no special expertise will be offered to the community through this program. 4. Program is not unique and/or duplicates services offered by other partners/organizations.	1. Program description is comprehensible and complete. Targeted population aligns with YFAC mission. (see first page) 2. Program states a marginal need/significance for the community 3. Program has had at least 1 measurable accomplishment during the last few years. If a new program, expertise and impact that only this program can offer is fully explained. 4. Program is unique in that its services are unduplicated in the community and/or they serve a target market that other like programs are unable to reach. 5. Program strategies incorporate prevention or intervention tactics but not both.	Organization meets all criteria for Adequate AND: 1. Program description is exceptional. Activities of the program are clearly explained. Target population aligns with YFAC mission (see first page) 2. Program shows significant need in our community. 3. Program has had 2 or more measurable accomplishments during the last few years. If a new program, special expertise that only this program can offer is fully explained. 4. Program is unique in its services to the community. 5. Program strategies incorporate both prevention and intervention tactics 6. Program is accessible in a multitude of ways to its target audience/users. Program goes

5. Program strategy does not incorporate prevention nor intervention. 6. Program is unable to describe how they will reach their target audience and/or program is not accessible to the target audience. 7. The program is unable to describe how YFAC funding will be used. 8. The program is unable to describe what changes the organization would make if they received a lower than requested amount of funding. Program did not give specific examples. 9. Organization does not have relevant experience and/or capacity to operate the program.	6. Program paints a clear picture of how they will reach their target audience. Program is accessible to its target audience/users. 7. Use of YFAC funding is clear but does not make a significant impact in the program's ability to provide services to the community. 8. The program clearly describes what changes the organization would make if received lower than requested funding. Program gives at least 1 specific example at either 80% or 70% of funding. 9. Organization has relevant experience and has demonstrated the capacity to operate the program	above and beyond expectations to be available for its target audience. 7. YFAC funding creates a significant impact 8. The program not only clearly describes changes made if organization received lower than requested funding but gives specific examples of additions deletions of program services. Also, specific examples of funding reductions at 80% and 70% are provided. 9. Organization has done a more than adequate job in past with operating (including financial appropriations) the program for which they are requesting funding.
Total	Total	Total _____ Total for Program Description

Program Effectiveness: Maximum 20 Points Possible

1. Please complete the following: A) Prior Year Program Goals and Outcomes (if any); (B) Projected Program Outcomes and Goals
2. Describe methods that will be used to collect and analyze data.
3. How often will data be collected?
4. Explain how you will determine that your program is effectively working and meeting its goals?
5. If applicable, describe challenges or barriers that may impact your program and how they will be addressed.
6. Who will manage the outcome measurement process of the program?
7. How well does the application explain its alignment with the 40 Developmental Assets, and how well does it explain in detail how the program will reflect and measure outcomes that secure the listed assets. The document describes which of the three Developmental Assets it is working with, and lists one asset in each category (including both internal and external assets categories).
8. Please complete the **Success Stories** information below by submitting 3 success stories/testimonials from clients highlighting the success or need for the program for which you are requesting funding. You may choose to ask a client to write their own experience, or summarize their experience and submit it on their behalf. Please indicate in each story if it was written by the client or by your organization. Clients may remain anonymous when providing this requirement.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-10	POINTS:10-20
1. Goals and Outcomes are not clearly stated. 2. It is unclear to the reader which methods will be used to collect and analyze data. 3. It is unclear how often data will be collected. 4. Answer is unclear as to how the program will effectively work to meet its goals. 5. It is unclear whether there are significant challenges/barriers. 6. It is unclear who will manage the outcome 7. The application does not list the applicable document, does not list a minimum of one asset in each category, and does not provide sufficient detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are not relevant to the program for which the funding is being requested.	1. All goals and outcomes are clearly stated. 2. Methods to be used to collect data are clearly defined and make sense. 3. Time line for data collection is given. 4. There are proof measures offered to allow the reader to understand that the program will be able to be measured to determine it is effectively working and meeting its goals. 5. N/A is entered or challenges/barriers are defined and identified. How challenges/barriers will be addressed by the program is clear. 6. A name/title/position of person in the program/organization is given as the responsible party for the outcome measurement process. 7. The application lists the appropriate Developmental Assets document, lists a minimum of one asset in each category, and provides sufficient detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are relevant to the program for which funding is being requested.	Organization meets all criteria for Adequate AND: 1. The individualized goals for each program are reasonable, attainable, and measurable. 2. Examples of how the methods to be used to collect data are given. 3. Detailed timeline for data collection is given. 4. The proof offered shows a direct and clear link to show how the program is effectively working and meeting its goals. 5. Examples are given as to how the organization will overcome the challenges/barriers. 6. Years and experience of the person named as managing the outcome measurement process is given. 7. The application meets the criteria for "Adequate" AND lists more than a one asset in multiple categories, and provides clear and organized detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are a combination of both staff and client authored. Stories are relevant to the program for which funding is being requested.
Total	Total	Total ____ Total for Program Effectiveness

Program Budget: Maximum 10 Points Possible

1. Please complete the *Program Budget Sheet*.
2. Please complete the *Proposed Program Expense Detail*. Provide a list, in order of program priorities, of how CITY OF LAWTON YFAC funds will be used. (Example: Tuition for students - \$10,000; Transportation for students - \$8,000; Books for students - \$2000)

- The budget is realistic and reflects efficient use of program funds that address the funding request.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-5	POINTS: 6-10
1. Form is not completely filled out and/ or the budget does not use program funding effectively to meet objectives/goals. Program does not demonstrate sustainability and/or budget is unrealistic for the program. Budget has significantly higher expenses than income. 2. Demonstrated no knowledge of or training related to grants. Does not identify potential grant opportunities. Has not applied for or secured any external grant funding.	1. Form is completely filled out. The budget uses program funds effectively to meet proposed objectives and support goals. Program demonstrates sustainability and is realistic. Excess (either expenses or income) is marginal. 2. Demonstrated some basic knowledge of grant processes. Has identified or explored potential grant opportunities. Has made limited attempts to apply for grants or has pursued at least one additional funding source.	Organization meets all criteria for Adequate AND: 1. The budget reflects the best value for money spent. Excess (either expenses or income) is marginal or is not present. 2. Has completed formal training or certification in grant writing or grant management. Actively pursued multiple grant opportunities on an ongoing basis. Has successfully secured external grant funding to support programs, projects, or initiatives.
Total	Total	Total ____ Total for Program Budget

Organization Information: Maximum 6 Points Possible

1. Provide a brief description of the **organization's mission**.
2. Provide a brief description of your organization's Board of Directors/volunteer leadership/governing body structure.
 - a. How do they demonstrate an active role in the organization?
 - b. What percentage of Board Members make an annual financial contribution to your organization?
 - c. What is the total amount of funding Board Members contribute annually to your organization?
- 3.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-3	POINTS: 3-6
1. Organization's/Program's mission and goals were not stated. 2. Organization has a lack of Board organization and/or the Board of Directors are not active in volunteering their time, talent, and treasure.	1. Organization's mission and goals are stated but unclear. 2. Organization's board is actively involved & financially contributing.	Organization meets all criteria for Adequate AND: 1. Organization's mission and goals are clearly stated. 2. Board participates on committees and assists with fundraisers. Organization's Board has 100% financial participation.
Total	Total	Total ____ Total for Organization Information

*This requirement only applies to current and re-applying funded partner agencies

Organization Financials: Maximum 6 Points Possible

1. Attach an **Audited Financial Statement** (for organizations with an annual income of \$100,000 or more). Audit must cover the fiscal period ending not more than 18 months prior to June 30 (i.e. audit must be dated December or after).
2. Attach most recent **IRS 990**, including Schedule A or 990 EZ (State and Federal applications require additional paperwork for 990)(if required to file one)
3. Attach a **Year to Date Financial Statement** (balance sheet and profit & loss statement) for entire organization.
4. Please complete **Current Organizational Budget** for the entire organization, including expected revenue and expenses.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-3	POINTS: 3-6
1. Audited Financial statement is missing, incomplete, or is more than 18 months old. 2. IRS 990 or 990 EZ is missing or has not been filed with the IRS. The form is more than 18 months old. 3. A current budget for the entire organization is missing and/or incomplete. The revenue and expenses of current budget show a huge excess or deficit. 4. A Year to Date Financial Statement is incomplete, lacking balance sheet and/or profit and loss statement. The organization has high expenses and low income overall.	1. Audited Financial Statement has been submitted and is not more than 18 months old. If findings appear in the audit they are not explained and/or no plan for rectification of findings is given. 2. IRS 990 or 990 EZ has been submitted to the IRS and is not more than 18 months old. 3. A Current Budget has been submitted. The revenue and expenses of the current budget show some excess or deficit but nothing insurmountable. 4. A Year to Date Financial Statement is complete with balance sheet and profit and loss statement. The organization shows relatively even expenses and incomes.	Organization meets all criteria for Adequate AND: 1. No findings appear in Audit or if findings appear the agency can explain, in detail, rectification for the finding. 2. Submitted documentation reflects exemplary financial practices. 3. Current budget is reasonable. No deficit and/or minimal deficit occurs. 4. Year to Date Financial statement is reasonable and shows exemplary financial practices.
Total	Total	Total ____ Total for Organization Financials

Organization Points Tally:

A	B	C	D	E	
Organization Information (10 Max)	Program Description (10 Max)	Program Effectiveness (18 Max)	Proposed Program Budget (6 Max)	Organization Financials (6 Max)	TOTAL (50 Possible)

Application Score (50 points possible) Counts as 75% of total score <i>For Example 40/50 x .75 = %</i>	Partner Visit Score (25 points possible) Counts as 25% of total Score <i>For Example 22 points =22%</i>	Total of App. + Total of Partner = Final Score
<u> </u> / <u> </u> x .75 = <u> </u> Points Possible % of Scored points total of App.	<u> </u> Points=% from Partner Visit	

Program Requested Amount / Final Score = <u> </u>
<i>For example: XYZ program requested \$50,000 x 60% = \$30,000.00</i>

Note: Programs selected for site visits will have an additional 25% of their total score based upon the outcome of the site visit with the organizing managers, board members, responsible parties.

Scoring Rubric for Site Visit

Every question is worth 1 point. 20 points are possible for the site visit. This score needs to be entered into the equation on page 8 of the *Scoring Rubric for Grant Application* form.

Question	Yes=1	Sort of=.5	No=0	N/A
1 Do you understand what the program does?				
2 Did you walk away feeling good about what the program does?				
3 Was essential program staff present?				
4 Did you feel welcomed by the Board Members and staff at the Site Visit?				
5 Did the organization and program staff and board members act interested and knowledgeable?				
6 Did the organization/program staff answer all questions sent to them before the site visit?				
7 Were you given a tour of the facility in which the program will operate?				
8 Was the staff able to answer questions with confidence?				
9 Did answers given during the site visit correlate with answers provided in the grant application?				
10 Did the organization/program staff and board members emphasize a need for the program?				
11 Were relevant examples given of how the program will operate?				
12 Answers given by staff and board members were similar and were NOT contradictory?				
13 Did it appear that staff and board members had a positive working relationship?				
14 Are you confident that the program has no major issues with regard to how it operates?				
15 Were you positively impressed by staff and board members during your visit?				
16 Do you feel like this is a needed program in our area which deserves funding from the City of Lawton YFAC to operate?				
17 Were all your questions during the visit answered?				
18 Do you think the program is unique and NOT an unnecessary duplication of services of other local programs?				
19 Did you have an overall positive experience at the site visit?				
20 Did you feel the leadership of the program is adequate to reach goals?				
Total of each column				
Overall Total				

If you answer "No" or "N/A" and the organization provided a valid reason why they did not/could not receive a "Yes", please share their explanation on the reverse side of this sheet.