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CHEROKEE NATION®
Community & Cultural Outreach

COTTA Program New Organization Sub-Award

The Community & Cultural Outreach Community Organization Training and Technical Assistance (COTTA) Program will be providing funding to innovative Cherokee community and faith-based organizations. The purpose of the funding awards is to strengthen an organization's ability to move to a higher level of self-sufficiency.

Sub-awards will range up to \$3,000. Cherokee community and faith-based organizations at differing stages of development are encouraged to apply. Qualifying groups shall be governed and operated perpetually by 51% or greater Cherokee Nation citizens. Participating organizations must reside in the 14-county jurisdiction.

Enclosed you will find the guidelines and application for the COTTA New Organization Sub-Award. Please complete all items on the application. If you need extra space, clearly label any additional sheets used. All items must be kept in the order in which they appear on the application. Along with the application, the following supporting documents MUST be included:

- Projected budget for the upcoming year
- Organizational Bylaws (stating the organization is operated by 51% or more Cherokee Nation citizens)
- Tribal Membership Cards (blue cards or CN photo ID) of elected board members
- Complete contact information for all elected board members
- List of meeting dates, time and place for the upcoming year
- Signed Cherokee Nation W9

****Please DO NOT use staples on the application or documents****

You must submit the original application (including all supporting documents) to the COTTA Program, either via mail or email.



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To mail submissions, please send to:

**Cherokee Nation
Community & Cultural Outreach
COTTA Program
Attention: KenLea Henson
PO Box 948
Tahlequah, OK 74465-0948**

To email submissions, please send to:

cco@cherokee.org

If you have any further questions or concerns, please contact any member of the CCO staff and we will be happy to assist you. Thank you for your interest in the COTTA New Organization Sub-Award.

Sincerely,
The CCO Staff



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**2019-2020
COTTA PROGRAM
NEW ORGANIZATION SUB-AWARD APPLICATION**

1. Legal name of the contracting Cherokee community entity/organization:

Name:

2. Contact person for this grant application: This individual must be an elected official of Board of Directors and have legal authority to sign a contract as dictated in the organizational bylaws:

Name:

Title or position:

Address:

City, State and Zip Code:

Telephone Number:

Email:

3. Type of entity:

Non-profit Corporation (501-c3)

other non-profit _____

Corporation

Partnership

other _____



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Background and Need

4. Organizational area(s) that will be addressed, including a description of why you perceive it as a significant issue for your organization: (check all that apply)

- Board of Directors
- Strategic Planning
- Program Monitoring
- Community Partnerships
- Fundraising Technology
- Managing Volunteers/Staff
- Financial Management
- Program Support
- Technology Development
- Cultural Outreach

5. Description of Need



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6. Describe how your proposal will meet the needs of your Cherokee community organization and your community.

7. Describe how you have included the community members, board members and other partners in the development of this proposal.



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8. Budget

BUDGET FORM – Summary

A. Supplies and Materials	\$
B. Equipment	\$
C. Contracted Services	\$
D. Training	\$
E. Other	\$
Total Amount Requested for COTTA sub-award (Up to \$3,000 per organization)	\$

Note: Funds are for capacity building only. Funds **cannot** be used for direct services to individuals or families. Funds **cannot** be used to support “inherently religious” activities.

Name of Organization _____



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BUDGET TABLE

For line items A-E in the Budget Table provide a detailed description of the item(s) in each budget category which will be purchased.

	Amount Requested
A. Supplies and Materials – Includes photo and reproduction costs, software, office and computer supplies, postage, photocopying, educational training supplies.	\$
B. Equipment - nonexpendable property having a useful life of more than one year that is program specific equipment. Could be non-computer.	\$
C. Contracted Services – Includes consultant and professional services. Describe deliverables to be provided, hourly rate and total hours.	\$
D. Training – Travel related to conducting capacity building activities and expenses related to the Annual Conference of Community Leaders (limit 2 hotels per org.)	\$
E. Other – May include educational material such as books, registration fees and/or marketing materials.	\$
Total Amount Requested for Your COTTA Sub-Award (Up to \$3,000 per organization)	\$

*COTTA funds may be used to purchase equipment only with prior approval and sound justification.



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9. Provide a **budget narrative that explains and describes how each expense will be used** that is listed under the Budget Table. This line for line budget narrative should include the number of items, the cost per item and how the items support your organizational efforts.

10. Total dollars requested from the
COTTA Sub-Award Program
(Total may not exceed \$3,000.)

\$ _____



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**Cherokee Nation
Community & Cultural Outreach
COTTA Program
PO Box 948
Tahlequah, OK 74465-0948**

The grant application must be signed by two people who are legally authorized to bind the group to a contract with the Cherokee Nation COTTA Program, as well as the board chair for the applicant organization.

Authorized Signature

CCO Director

Date

Authorized Signature

Board Chair

Date