

# OCPM FOUNDATION

## HOW TO APPLY FOR A GRANT

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The OCPM Foundation Board is committed to providing grant funds for research and teaching projects that enhance the future of podiatric medical education. There are appropriate restrictions on all requests; they must fit within our purposes and guidelines, be relevant to podiatric medical education, and be part of an IRS approved 501(c)(3) or 501(c)(6) not for profit organization. A 501(c)(6) organization may not use awarded funds for any function related to lobbying activities or for any purpose other than those charitable purposes for which the funds were specifically designated.

The Letter of Intent *and the* Application must be submitted through an on-line application process and have all requested material attached **30 days prior** to the next scheduled board meeting. The application deadline will close at 5:00 p.m. one month prior to each scheduled board meeting. Board meeting dates can be found on the OCPM Foundation website.

To apply for a grant, please visit [www.ocpmf.org](http://www.ocpmf.org) and click on the "Apply" tab. This will bring you directly to the Zoomgrants portal. If you are a first time applicant, please click on "New Account". You will be required to submit a Letter of Intent *prior to* the grant application submission. You will receive an email notification once your Letter of Intent is approved and can then continue with the application process. Please be sure to choose the application that correlates to the type of grant you are applying for.

Applications will be reviewed by the executive director and all board members upon submission. Grants will be made to projects deemed to have the highest potential impact on podiatric medical education. The primary contact will be notified of the board's decision within 15 days of the board meeting.

Grant recipients may be required to submit periodic reports on the use of the funds and the progress of the project to the OCPM Foundation Executive Director. All recipients must submit a final report on the results of the project by the specified date established within the guidelines of the award letter.

Normally, grants are awarded for no more than a one year period.