



City of Yukon Main Street Operating Support Grant — 2026

PART A — REQUEST FOR APPLICATIONS (RFA)

1) Program name: City of Yukon Main Street Operating Support Matching Grant — 2026

2) Program Purpose

To strengthen Yukon's designated Main Street district by providing direct City funding (up to \$50,000) to support the annual operating costs of the local Main Street Association (MSA) serving the City of Yukon.

The program invests in organizational capacity, professional management, and measurable downtown outcomes consistent with Oklahoma Main Street standards.

3) Available Funding and Award Structure

- Maximum City award: \$50,000 (one-time grant for 2026).
- Funding method: Single lump-sum payment in January 2026 (ACH) following:
 1. Execution of the grant agreement;
 2. Submission of the association's board-approved 2026 line-item budget and board minutes evidencing adoption;
 3. Current OMS Good-Standing Letter (issued within 60 days);
 4. Director Employment Certification (min. 30 hours/week) for 2026; and
 5. Completed City vendor and W-9 forms.

The City's grant may fund eligible 2026 operating expenses described below. No cost-share or match is required.

4) Eligibility

Applicants must:

1. Be the designated local Main Street Association operating within Yukon city limits;
2. Be affiliated with Oklahoma Main Street (OMS) and in good standing at time of application and through 2026;



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3. Employ a full-time Main Street Director (minimum 30 hours/week) dedicated to the program. Vacancies must be filled within 90 days; funds may be paused if vacant;
4. Be a legally organized nonprofit (501(c)(3) or 501(c)(6)) with an independent board and sound fiscal controls; and
5. Serve a defined Main Street area entirely within Yukon city limits.

5) Eligible Uses (Operating Expenses Only)

- Personnel: salaries and fringe for the Director and staff supporting Main Street work
- Professional services: bookkeeping, marketing, design, strategic planning
- Occupancy & administration: rent, utilities, insurance, software, office supplies
- Training & travel related to Main Street best practices and OMS requirements
- Dues and fees (OMS and Main Street America)
- Program supplies for promotions, volunteer management, economic vitality activities

Ineligible uses: capital improvements; equipment >\$5,000 per item; property acquisition; construction; façade grants; debt service; penalties/late fees; alcohol; lobbying; or expenses outside Jan 1 – Dec 31, 2026.

6) Period of Performance

January 1 – December 31, 2026. Pre-award costs are ineligible.

Final reports due January 31, 2027.

7) Submission Instructions

- Deadline: Friday, November 21, 2025, at 11:59 p.m. CT
- Format: Single PDF using the Application Form (Part B)
- Submit to: Jenna Roberson — jroberson@yukonok.gov
- Questions by: Wednesday, November 5, 2025, to Andrea Griffin — agriffin@yukonok.gov



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8) Review & Scoring (100 Points Total)

1. Organizational capacity & compliance (20 pts)
2. Work plan quality & feasibility (30 pts)
3. Budget reasonableness & financial controls (20 pts)
4. Community impact & outcomes (20 pts)
5. Readiness to proceed (10 pts)

9) Award Administration & Reporting

- Award notices: Friday, December 19, 2025
- Payment: Single ACH payment in January 2026 upon City approval of all required documents.
- Use of funds: Grant proceeds must be spent only on eligible 2026 operating expenses. City funds must be tracked in a distinct ledger class or project code.
- Compliance report due January 31, 2027, must include:
 1. Board-accepted 2026 financial statements (Statement of Activities and Balance Sheet);
 2. Detailed schedule of grant-funded expenses by category with supporting general ledger detail;
 3. Payroll records for the Director and staff;
 4. Invoices for non-payroll items >\$2,500;
 5. OMS Good-Standing Letter and Director Employment Certification (as of year-end); and
 6. 2026 program outcomes (net new businesses/jobs, private investment, volunteer hours, event attendance, vacancy rates).
- Recapture: The City may recover funds used for ineligible expenses or non-compliance.
- Records & audit: Maintain records for three years post-closeout.



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Nondiscrimination & accessibility: Comply with all applicable laws



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PART B — APPLICATION FORM (fillable template)

Submit as one PDF (or clearly labeled files) by Nov 21, 2025, 11:59 p.m. CT.
Use the checklists and templates in Part C.

Section 1 — Applicant information

Legal name of Main Street Association: _____

EIN: _____

Mailing address: _____

Program/district served (attach map): _____

Primary contact name & title: _____

Phone / Email: _____

Website & social media: _____

UEI (if applicable): _____

Year established: _____

Board Chair name & email: _____

City of Yukon vendor ID (if any): _____



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Section 2 — Eligibility certifications (check all and attach where noted)

- We operate **within the City limits of Yukon, Oklahoma**, and serve the designated Main Street district. (Attach district map.)
- We are **affiliated with Oklahoma Main Street (OMS)** and **in good standing**. (Attach OMS **Good-Standing Letter** dated within the last 60 days.)
- We **employ a full-time Director** (≥ 30 hours/week). (Attach **Director Employment Certification** and résumé.)
- We are a nonprofit in good standing with the Oklahoma Secretary of State. (Attach IRS determination letter and OK annual registration/renewal.)
- We maintain financial policies (segregation of duties, procurement, and records retention). (Attach or summarize.)



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Section 3 — Narrative (suggested length: 4–6 pages total)

A. Organization & capacity

- Mission, governance structure, committees, volunteer base.
- Staff positions (FTE), including Director role, duties, and supervision.
- Fiscal systems: accounting software, internal controls, audit/review history.

B. Community & district context

- Brief description of the district, current conditions, opportunities, and challenges.
- Key partners (City, Chamber, businesses, civic groups, property owners).

C. 2026 Work Plan (by quarter)

- Goals/outcomes; activities and milestones; who does what; volunteer strategy.
- How the work plan aligns with Main Street's approach (e.g., Design, Economic Vitality, Organization, Promotion).
- Timeline showing readiness to begin **Jan 1, 2026**.

D. Equity & inclusion

- How the program engages diverse residents, businesses, and visitors; accessibility; language access.

E. Risk management & readiness

- Risks and mitigations (staffing continuity, revenue diversity, vendor bench, data backup).



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Section 4 — Budget & match

A. 2026 Operating Budget (Eligible Costs)

Line Item	Description	FY2026 Cost	City Request (50%)
Personnel – Director	Salary + fringe		
Personnel – Support			
Professional services	E.G., bookkeeping, design		
Occupancy & admin	Rent, utilities, insurance, software		
Training & travel	OMS/MSA trainings		
Dues & fees	OMS, Main Street America		
Program supplies	Promotions, volunteer materials		
TOTAL		\$	\$ (≤ \$50,000)