

**Ella West Freeman Foundation  
Grant Proposal Format  
Capital Grants**

**I. PROGRAM NARRATIVE** - *Please do not use more than three pages*

**A. Background** - Describe the work of your agency, addressing each of the following topics:

1. A brief description of its history and mission.
2. The issue(s) that your organization works to address.
3. Current programs and accomplishments. Please emphasize the achievements of the past year.
4. The group that your agency reaches, including geographic location, socio-economic status, race, ethnicity, gender, age, and physical or mental abilities.
5. Overview of organization structure including board, staff and volunteer involvement.
6. Your organization's relationships - both formal and informal - with other organizations working to meet the same needs or providing similar services. Please explain the differences from and similarities to these other agencies.

**II. CAPITAL PROJECT NARRATIVE**

Please answer all questions under Question Set A. Depending on the nature of your capital request (bricks and mortar, equipment, or endowment), please answer the appropriate set of questions under Question Set B. Please answer ALL the questions for the capital project narrative (question sets A and B) in a *maximum of 3 pages*. The items in parenthesis in each of the question sets are indicative of the types of information we need to make a decision. Address only those that apply to your project.

**Question Set A: All requests for capital projects**

1. State the budget for the project.
2. What are the designated purposes or goals of the capital project?
3. How will this capital project enhance the mission and/or operations of your organization?
4. Describe how those you serve will benefit if this project is accomplished.

**Question Set B:** Choose based on type of request – bricks and mortar OR equipment OR endowment.

**1. Bricks and Mortar** (Building purchase, construction, or renovation, or land purchase)

a. Describe the land, building or planned building.

(For example: location, general condition, acreage or square footage, cost, age, historic value, parking. Are there any pre-existing environmental issues? Are there zoning issues? What is the stage of permitting processes and regulatory approvals? At what stage are the architectural plans? What are the costs of planning?)

b. Describe the intended uses and impacts.

(Include all planned activities to be carried out in the building or on the land, and the program spaces to be accommodated. What are the neighborhood and environmental impacts of purchase or construction? What are the neighborhood and environmental impacts of the intended use? Will there be costs for dislocated staff during renovations?)

c. What is the basis for the cost of the land, building and/or renovations?

(Was this a bid process or are the costs an estimate? If an estimate, what is the basis for the estimate? Have you researched comparable sales or renovation projects? What were your results? Attach site and floor plans in sufficient detail to justify cost estimates.)

d. Describe in detail your fundraising plan for your current capital effort.

e. Describe your capacity to manage this building or property.

(What plans have you made to ensure that your organization is able to maintain the building or land? Cite staff capabilities to manage similar projects and/or facilities.)

f. What will be the impact of the operation of the building or property on your organizations' operating budget?

(Include explanation of planned use of any space vacated when the new facility is occupied.)

g. Is there any relationship between the seller or principle vendors and any member of the Board of Directors or paid staff?

h. Complete budget information sheet that follows (for all projects greater than \$1,000,000.00)

## 2. Equipment

a. Describe the equipment to be purchased.

b. What is the basis for the cost of the equipment?

(Have you secured at least two bids or was the cost negotiated? If estimated, what is the basis for the estimate? Is installation included? If not, what is the cost of installation?)

c. How will you operate and maintain the equipment. What will be the impact of the operation of the equipment on your organization's operating budget?

(What is the life expectancy and/or warranty on the equipment? Include the cost of any maintenance or service contract. Does the equipment require your staff to be trained, and if so, how will you secure this training? Are there ancillary needs and/or costs associated with the use of this equipment, *e.g.*, access to power sources and/or internet access? How will you safeguard the equipment?)

d. If this is a purchase of technology-related equipment, how have you assessed the need for this technology?

e. What plans have you made for eventual replacement of this equipment?

f. *If this equipment is actually replacing old equipment* due to wear, loss or obsolescence, describe the equipment that is being replaced. How old is it? Why does it require replacement? How will the old equipment be disposed of?

*If this will be a new equipment purchase*, have you researched alternatives to purchase, such as leasing, outsourcing, or sharing with another organization? Why do you believe that purchasing is cost effective?

### **3. Endowment**

- a. What are the uses of the funds that you seek? Will they be restricted or unrestricted?
- b. What was the market value of the endowment for the last three years? Please break out by restricted, non-restricted and total.
- c. Detail the payout for those three years and attach a copy of your spending policy.
- d. Who manages the investments? Is the manager overseen by a board or volunteer committee?
- e. Does this manager have any association with your organization (other than professional)?
- f. What has been your time weighted total rate of return for each of the last 5 years, 3 years, 1 year? Please state the beginning and ending dates of the time periods.
- g. Please attach a copy of the agency's Investment Policy Statement.

### **III. ATTACHMENTS - Please label all attachments.**

#### **A. Financial Information - Overall Organization**

1. Organization's current and prior year operating budget, including expenses and revenue; list sources of revenue received and those pending, including in-kind.
2. Most recent annual financial statement (audited, if available).
3. List names and amounts requested of other foundations, corporations, and other funding sources to which this proposal has been submitted.

#### **C. Other supporting materials**

1. A list of your board of directors and their principal affiliations. Please include criteria for board selection.
2. One-paragraph resumes of key organizational staff including key project/program Staff.
3. A copy of the current IRS determination letter indicating 501(c)(3) and 509(a) tax exempt status or that of your fiscal agent.
4. Agency affiliation with federated funds or public agencies.

**CAPITAL PROJECTS: BUDGET INFORMATION SHEET – For Bricks & Mortar requests**

Name of Organization:

Date:

**Financial Information**

Show changes in net assets for Unrestricted and Temporarily Restricted funds with budget information for your current fiscal year and actual data for three prior fiscal years. Prior year statements should reconcile with your Audited Financial statement.

	Revenue	Expense	Net
FY <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Campaign Goals**

**Project Timetable**

mo/yr

Building purchase	<input type="text"/>	General construction contract was/will be signed:	<input type="text"/>
Land purchase	<input type="text"/>	Project start:	<input type="text"/>
Building construction	<input type="text"/>	Project completion:	<input type="text"/>
Building renovation	<input type="text"/>	Building purchase:	<input type="text"/>
Equipment purchase: new	<input type="text"/>	Land purchase:	<input type="text"/>
Equipment purchase: replacement	<input type="text"/>	Equipment purchase:	<input type="text"/>
Furnishings	<input type="text"/>		
Fees	<input type="text"/>		
Contingency	<input type="text"/>		
Fundraising expense	<input type="text"/>		
Interest	<input type="text"/>		
Other (identify)	<input type="text"/>		
Other (identify)	<input type="text"/>		
<b>Subtotal</b>	<input type="text"/>		
Annual/Program (if applicable)	<input type="text"/>		
Endowment (if applicable)	<input type="text"/>		
<b>Total campaign goal</b>	<input type="text"/>		

**Funds Available**

Show only formal commitments below. Please attach a complete list of sources approached, amounts requested, amounts received.

Private funds	<input type="text"/>
Government	<input type="text"/>
Long-term financing	<input type="text"/>
Organizational funds	<input type="text"/>
Bequests	<input type="text"/>
Other: (identify)	<input type="text"/>
Other: (identify)	<input type="text"/>
<b>Total funds available</b>	<input type="text"/>
<b>Balance remaining</b>	<input type="text"/>
<b>Amount requested from this foundation</b>	<input type="text"/>