

What You Will Need to Apply **CAPITAL PROJECT**

PLEASE NOTE: This document is intended to provide an overview of all potential information and documents needed to complete a grant application.

*You will be required to upload or attach documents to your application. These documents must already be saved on your computer before you can browse and upload them to your application. **Documents that are requested can be in Word, Excel or PDF format.**

A. Organization Contact Information

- Legal name, address, phone number, fax number and web address
- Contact information for CEO/President/Executive Director, Finance/Accounting contact, and application submitter (Note: Application submitter will be the primary contact for any questions about the application)

B. Organization General Information

- Tax status, ID and filing year end
- Year established, staff size (calculate Full-Time Equivalent) and number of locations
- Mission statement
- Brief History of the Organization (500 words or less)
- Description of core programs and services, population served, number of clients, and metrics. Include past 3 years of relevant data. (750 words or less)
- Information regarding previous grant requests to Robert B. Daugherty Foundation
- Major or significant changes at organization since last application, if any. (500 words or less)
- Three to four attributes that distinguish the organization (500 words or less)
- Relationship with other orgs providing similar programs or services (500 words or less)¹
- Policy information relating to conflicts of interest, related party transactions, and accessing endowment principle
- Question pertaining to outstanding legal actions, contingent liabilities¹, and management succession plan¹
- Documents needed to attach in this section*:
 - IRS tax determination letter
 - Organization Chart
 - Brief biographies of top three (3) management personnel
 - Board of Directors listing including name, employer and business title
 - Policy regarding access to endowment principle, if any

C. Request Information

- Project Name, Request Amount, Total Project Budget Amount and Funds Available Amount
- Type of project (select from list) and Targeted Geographic Area (select up to three counties)
- Funding Timeline, Project planned (actual) start and end dates and anticipated term (length)
- Information regarding contact with Robert B. Daugherty Foundation pertaining to request, if any
- Board engagement including number of Board Members support project and associated dollars committed
- Capital Project Details:
 - Site (acres) and/or Facility (square feet)
 - Phase I Environmental Study
 - Debt financing (sources, rate, term, collateral)
 - General Contractor, Architect and Owner's Representative
 - Competitive bid process, if any
 - New Facility Construction, if applicable:
 - Description of detailed work to be completed (750 words or less)
 - Facts and circumstances used in Board decision to build new facility (400 words or less)
 - Owner and property acquisition information (400 words or less)

¹ Questions included for grant requests over \$100,000

- Renovation or Remodeling of an existing facility, if applicable:
 - Description of detailed work to be completed (750 words or less)
 - Facts and circumstances used in Board decision to renovate facility (400 words or less)
 - Owner and property acquisition information (400 words or less)
- Purchase of property, furnishings, and/or equipment, if applicable:
 - Description of items being purchased (750 words or less)
 - Facts and circumstances used in Board decision to purchase items (400 words or less)
 - Status of items being replaced (400 words or less)
- Make the Case for Support:
 - Why is the project needed? (600 words or less)
 - Expansion or addition of programs and services (600 words or less)
 - Additional staffing needs (500 words or less)
 - Additional operating/maintenance expenses (500 words or less)
 - Timeline and management of project¹
- Documents needed to attach in this section*:
 - Detailed, itemized project budget
 - Funding sources secured and potential funding sources (download from application for instructions)
 - Three (3) year pro forma operating budget
 - Architectural Drawings, if applicable

D. Organization Financial Information

- Current financial position, operating budget and Board Member operating support
- Threats to short-term operations
- Primary long-term challenges¹
- Accounting firm(s) that prepare financial information
- Line of Credit¹
- Employee Benefits¹
- Documents needed to attach in this section*:
 - Current full-year Budget for Balance Sheet and Income Statement**
 - Current, actual year-to-date balance sheet and related actual vs. budget income statement**
 - Past two years **internal** financial statements provided in a format to show line-by-line comparison of financial statement items per year**
 - Past two years audited financial statements
 - The Top 10 Supporters spreadsheet (download from application for instructions)
 - Most recent annual report, if any

**The financial statements should, at a minimum, include both a Balance Sheet and related Income Statement.

Signature Page

- Statement signed by CEO/President/Executive Director or CFO verifying that the organization's tax exempt status has not been revoked*
- Electronic Signature of submitter

¹ Questions included for grant requests over \$100,000