

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 Information

- Legal name, address, phone number, fax number and web address
- Tax status, ID and filing year end
- Year established, staff size (calculate Full-Time Equivalent) and number of locations

B. Key Contacts

- Contact information for CEO/President/Executive Director, Finance/Accounting contact, and Application Primary contact (for any questions about the application)

C. Organization General Information

- Mission statement
- One paragraph Organization description (no more than 4 sentences)
- Brief History of the Organization, including major or significant changes at organization since last application, if any/applicable.
- Overview of core programs and services, population served, number of clients, and impact metrics. Include past 3 years of relevant data. (multiple questions)
- 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)
- Information regarding previous grant requests to Robert B. Daugherty Foundation

D. Staff and Board

- Overview of management succession plan, if any (300 words or less)
- Documents needed to attach in this section*:
 - Organization Chart
 - Brief biographies of top three (3) management personnel
 - Board of Directors listing including name, employer and business title

E. Organization Governance

- Policy information relating to conflicts of interest, related party transactions, and accessing endowment principle
- Question pertaining to outstanding legal actions and contingent liabilities
- Documents needed to attach in this section*:
 - Policy regarding access to endowment principle, if any

F. Request Information

- Project Name, Request Amount, Total Project Budget Amount and Funds Secured Amount
- One paragraph summary of Project (no more than 4 sentences)
- Board financial support of Project and organization including number of board and total dollars related to each type of support.
- Geographic area served
- Funding Timeline, Project construction planned (actual) start date and anticipated end date and any project timing contingencies.

- Information regarding contact with Robert B. Daugherty Foundation pertaining to request, if any
- Documents needed to attach in this section*:
 - Detailed, itemized project budget
 - Funding sources secured and potential funding sources (download from application for instructions)

G. Construction 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
- Documents needed to attach in this section*:
 - Architectural drawings, if any

H. Project Rationale

- Detailed description of work to be completed including new construction, renovation/remodel, property acquisition, and/or furniture/equipment purchases (750 words or less)
- Facts and circumstances used in Board decision to build new facility (400 words or less)
- Why is the project needed? (600 words or less)
- Expansion or addition of programs and/or 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*:
 - Three (3) year pro forma operating budget

I. Organization Financial Information

- Current financial position and operating budget
- Threats to short-term operations & primary long-term challenges
- Accounting firm(s) that prepare financial information
- Prior 4 years revenue, expenses, and unrestricted net assets reported from one source
- IRS Filing Status
- Documents needed to attach in this section*:
 - Current full-year Budget for **both** Statement of Financial Position (Balance Sheet) and Statement of Activities (Income Statement)
 - Current, year-to-date actual vs. budget Statement of Activities (Income Statement) and most recent Statement of Financial Position (Balance Sheet)
 - Past two years **internal** financial statements provided in a format to show line-by-line comparison of financial statement items per year
 - The Top 10 Supporters spreadsheet (download from application for instructions)
 - Most recent annual report, if any
 - Most recently filed IRS Form 990
 - Past two years audited financial statements (or statement with reason why audit not conducted)

J. Credit Line and Benefits

- Line of Credit
- Employee Benefits
- Executive Benefits Plan

Signature Page

- Verification that CEO/President/Executive Director has reviewed and approved application for submission
- 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