

CAPITAL CAMPAIGN/PROJECT APPLICATION PROCESS

(Revised March 2006)

Capital Project Application Process

Proposals must be submitted in writing, contain all required information, correct number of copies, and be received prior to the deadline. The information should be on 8½ x 11-inch paper printed on one side only, without binders, notebooks, folders or staples. Only the required information should be included.

Note: If your proposal does not involve a capital project, please refer to separate guidelines for programs and projects.

Please send eight copies of the following information in this order:

I. CAPITAL PROJECT GRANT PROPOSAL CHECKLIST (see Page 1)

Please complete the Proposal Checklist and place on the front of the application. Be sure all required information is included.

II. GRANT APPLICATION Form (see Page 2)

III. CAPITAL PROJECT PROPOSAL NARRATIVE (see page 3 for desired format)

CAPITAL PROJECT GRANT PROPOSAL CHECKLIST

Please complete this form by placing a check beside each item listed, indicating that the material is included in the application. Place this form on top of your application and deliver it along with the required information to The Assisi Foundation of Memphis prior to the grant deadline.

ORGANIZATION: _____

AMOUNT REQUESTED: _____

REQUIRED INFORMATION

- _____ Capital Project Grant Summary Form
- _____ Agency Background
- _____ Detailed project description
- _____ Gross maximum price bids if available/applicable
- _____ Copy of deed of ownership or longterm lease agreement if applicable
- _____ Project Evaluation

Financial Information

- _____ Project goal and amount of the request
- _____ Amount agency is contributing from operating budget and/or reserve funds
- _____ Amount expected from public appeals, bonds, loans
- _____ List of other foundations to which you have submitted this proposal and status of the request
- _____ Impact that capital project will have on the current operating budget
- _____ 990s from most recent fiscal year and prior year
- _____ Audited financial statement from most recent fiscal year
- _____ Current year agency budget

Board Profile

- _____ Board of Directors list, including primary professional/civic affiliation of each member (one page)
- _____ Board of Directors composition information
- _____ Board of Directors financial contribution information to the agency
- _____ Board of Directors financial contribution information to this capital campaign
- _____ Copy of tax-exempt letter from the IRS
- _____ 8 copies of every item (unless otherwise noted) in the complete grant proposal (1 original and seven copies, without binders, notebooks, folders or staples)

Comments:

**THE ASSISI FOUNDATION OF MEMPHIS, INC.
CAPITAL GRANT APPLICATION COVER PAGE**

PROJECT TITLE:

Person Responsible for Project

Name:
Title:
Telephone: () - ext.

Address:
City ST Zip-
Email:

Total campaign goal: \$
Amount requested from The Assisi Foundation: \$

Total agency budget: \$

Is this a multi-year funding request? NO YES
(If, yes, please explain)

List additional funding sources/outstanding requests for funding this program/project:

Name of Applicant Organization:

Mailing Address:

Street
City ST Zip-
Telephone: () -
Fax: () -
Website:

Executive Director or President

Name:
Title:
Telephone: () - ext.
Address:
Street
City ST Zip-
Email:

Type of Organization (check one):

Public: Specify
 Private Nonprofit **State**
 For Profit (General) **County**
 Federal **City**

Fiscal Year:
From (month) to (month)
Tax ID#
IRS Exemption Certificate

Geographic Area to be Served:
Number of Persons Served Annually:
Auditing Firm:

Date Last 990 Filed:
Date Last Annual Report Filed:
Date Last Audited Financial Statement:

Governing Officer/Board Chairman

Name:
Title:
Telephone: () - ext.

Address: Street
City ST Zip-
Email:

Please Note: Applications will not be processed or reviewed if the last two years' IRS Form 990, last two Audited Financial Statements, and letter from IRS Certifying Tax Status are not included.

Certification and Acceptance: I certify this request has been authorized by the governing body. I certify this organization does not discriminate on the basis of sex, age, race, color, religion, nationality, or handicap. I certify the statements herein are true and complete to the best of my knowledge, and accept the obligation to comply with the terms and conditions if a grant is awarded as the result of this application.

Signature of Executive Director or President

Signature of Governing Officer/Board Chairman

Date:

Date:

III FORMAT FOR CAPITAL PROJECT PROPOSAL NARRATIVE

Use the following format to clearly and concisely provide the required information.

A. Your Agency's Background (one page maximum)

1. Summarize your organization's history Organization information
2. State your mission and goals, future challenges, and long-range plans
3. Describe current programs, activities and accomplishments
4. Differentiate services from similar or competing organizations
5. Number of persons served (state time frame)
6. Number of staff (FT/PT)
7. Agreements or relationships with similar or competing organizations

B. Capital Project You Propose (two pages maximum)

1. Description of the capital project
2. Target population that would benefit from your capital project –be specific
3. Outline how the capital project will enable your organization to carry out services that would not otherwise be possible.
4. Describe long term facility maintenance plan if applicable
5. Describe your fundraising strategy by donor categories; list other foundation and corporate funders and the amounts committed or requested. Include all public funds and individual contributions supporting the project.
6. Identify regulatory approvals, if required
7. Provide gross maximum price bids if available/applicable
8. Include copy of deed of ownership or long-term lease agreement if applicable
9. Include a detailed project time-line/schedule (please include when you began fundraising, duration of campaign, and when you expect actual construction/renovation to begin)
10. List: Name, title, & qualifications of key personnel responsible for the project –i.e.; staff, Board leadership, and consultants.

C. Evaluation Of Capital Project (one page maximum)

Describe how you will determine the success of this campaign. For example: goals for increased services to clients, raising the total of the campaign goal according to schedule, and beginning and concluding construction/renovation according to time-line. Evaluation method you will use to evaluate results (outcome measures) as appropriate. Name of individual or organization who will assess and report the results

D. Financial Information

Please provide:

- Total cost of the capital project and the amount you are requesting.
- Amount of capital campaign budget
- Amount agency is contributing from operating and/or reserve funds
- Amount contributed from the Board for this campaign
- Amount anticipated from public appeals (direct mail, etc.)
- Amount expected from state or municipal bonds
- Amount expected from loans
- List other foundations or sources to which you have submitted this proposal.

Please indicate whether funds have been committed, declined or are pending

- Impact that capital project will have on the organization's operating budget
- Income and Expense statement from last fiscal year (including itemized sources of income, expenses, net and fund balance)
- Current year organization operating budget
- Summary of most recently completed capital campaign (if applicable), outlining the campaign goal, amount raised, board contributions, and beginning and ending dates.
- Most recent audited annual financial statement (one copy)
- Most recent 990s current and prior year (one copy)

E. Board Profile- One-page list of your current Board of Directors, including the primary professional and/or civic affiliation of each member. Include the following board profile information:

- Total number on the Board
- % Minority members
- % Male/Female members

Does your Board composition reflect the population you serve? Explain.

F. Board financial contribution –A financial commitment from your Board is an indicator of support for the agency. Please answer the following questions:

- Is an annual financial contribution required/encouraged from your Board?
- What is the total amount contributed by your Board annually?
- What percentage of your Board made a financial contribution during the most recent fiscal year?
- What percent of the Board has made an additional contribution to this capital campaign?

G. Additional Required material:

Tax status-One copy of the IRS letter acknowledging the tax-exempt status of the agency.