The Common Grant Application **for Capital Campaigns** consists of the following components, which should be submitted in the order listed below.

**Section I: Cover Letter** (one page)

Include the purpose of the grant request and the amount requested.

**Section II: Summary Sheet Form** (Use the 2-page template provided.)

**Section III: Narrative** (3-page limit; answer all questions.)

*Use 12-point font with 1-inch margins and include the HEADING provided for each question. It is not necessary to repeat the text of the questions.*

**1. ORGANIZATION BACKGROUND**

Discuss the founding and development of the organization and provide a brief description of the organization’s current programs and the constituency served. (Do not include Bylaws.)

**2. PROJECT DESCRIPTION**

Provide a summary of the project scope, plan and timeline. Be sure to explain the rationale for the project, e.g. why it is important to the mission of the organization.

**3. LEADERSHIP**

Describe administrative leadership responsible for carrying out the success of the capital campaign and board involvement in the project.

**4. PLANNING AND FUNDRAISING**

Describe the specific planning and fundraising steps involved in completing the current campaign. Also, describe the impact of the project on the organization’s operating budget.

**5. GREEN BUILDING**

Discuss the strategies your organization is planning in order to minimize the environmental impact and maximize the efficiency of your new or renovated building. If this is a land conservation project, please discuss how your capital project will benefit the natural environment.

**6. OPTIONAL**

If there is additional information that is vital to convey in this proposal, do so here.

**Section IV: Attachments**

*If you omit any of the required attachments, provide an explanation as to why.*

**Financial Attachments**

*Note: Include an explanation for items in any of the financial documents that may raise questions.*

**1. Detailed Capital Budget**

* Project cost: try to keep it to one page (include contingency).
* Funds raised to date: only include contributions and committed pledges. Use categories, e.g. board, businesses (by name and amount), individuals, foundations (by name and amount), with total amount for each category.
* If loans are involved, provide interest rate and terms.
* In-kind donations can be included IF these contributions correspond to and reduce the project costs.
1. **Organizational budget for current fiscal year**
2. **Current Profit and Loss (Income and Expense) statement**
3. **Year-end financial statements for the last two years.** Audits are preferred, a 990 is acceptable.
4. **organization’s major contributors above $10,000.**  The list should be from the most recent year and should reflect general operating and program support; this is not a duplication of previously listed contributions of capital support.

**Other Attachments**

1. **Board of directors list.**

Include the following information for each board member:

* Position(s) on the board (officer and committee positions)
* Occupation and name of employer and/or affiliation(s)
* City or county of residence
* Term end date for each board member
1. **Proof of IRS federal tax-exempt status**, also called a Letter of

Determination. This letter must be dated within the last five years.

1. **Anti-discrimination statement** adopted by the board of directors.
2. **List of names and qualifications of key staff**, including length of

service. *Do not include job descriptions or resumes.*

1. **Annual report**, if available.
2. **List of volunteer involvement and in-kind contributions**
3. **Schematic or conceptual drawings of your capital project,**

if available. On 8.5" x 11" paper, four pages maximum.

**If you have any questions regarding this application or your organization’s eligibility for a grant,**

**please contact a program officer at the foundation to which you are applying.SUMMARY SHEET FORM**

**Legal Name of Organization:**

**DBA** (if applicable)**:**

**Mailing Address, City, State, and Zip (and Physical Address, if it is different and not confidential):**

**Phone:**  **EIN: Fax:**

**Website:**

**Name of CEO or Executive Director:**

**Phone:** **Email:**

**Application Contact & Title** (if *not* the CEO or Executive Director)**:**

**Phone:** **Email:**

**Organization Information**

**Mission Statement:**

**Geographic Area Served** (specific to this proposal)**:**

**Numbers/Population Served:**

**Tax Exemption Status: Year Founded:**

□ 501(c)(3)

□ Using a fiscal agent/fiscal sponsor

Name of fiscal agent/sponsor:

□ Other than 501(c)(3), describe:

**Number of Employees:**

**Number of Volunteers:**

**Grant Request Information**

**Describe what the capital grant will be used for:**

**Capital Project Expense: $**

**Funds Raised to Date**: $

**Balance Needed: $**

**Amount of Request: $**

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

**CEO/Executive Director Date**