



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.

2. ORGANIZATIONAL BUDGET FOR CURRENT FISCAL YEAR

3. CURRENT PROFIT AND LOSS (INCOME AND EXPENSE) STATEMENT

4. YEAR-END FINANCIAL STATEMENTS for the last two years. Audits are preferred, a 990 is acceptable.

5. 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

6. 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

7. PROOF OF IRS FEDERAL TAX-EXEMPT STATUS, also called a Letter of Determination. This letter must be dated within the last five years.

8. ANTI-DISCRIMINATION STATEMENT adopted by the board of directors.

9. LIST OF NAMES AND QUALIFICATIONS OF KEY STAFF, including length of service. *Do not include job descriptions or resumes.*

10. ANNUAL REPORT, if available.

11. LIST OF VOLUNTEER INVOLVEMENT AND IN-KIND CONTRIBUTIONS

12. 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:

\$



Colorado Common Grant Application for Capital Campaigns

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