Rose Community Foundation Capital Grant Request - Application

Rose Community Foundation

Report Fields

Project Name*

Name of Project

Character Limit: 100

Welcome - Rose Community Foundation Capital Grant Request - Application

We're pleased to receive your capital grant application. This is step two in a two-tier process. Our program staff is eager to help as you develop your application. Find a list of program officers and their contact information here: RCFdenver.org/content/staff.

If you haven't already explored our grant eligibility, guidelines and FAQ, please visit RCFdenver.org/content/grants. Our capital request eligibility guidelines are available here: RCFdenver.org/content/capital-projects.

We require organizations seeking capital funds for renovation, new construction, and/or land acquisition to go through a two-tier application process. Organizations must first submit a one-page letter of introduction outlining the project for our program staff to review prior to submitting an application. After review, the applicant may be invited to submit a full application.

If you haven't submitted a letter of introduction or if your letter hasn't been accepted by the Foundation, please do not complete this application. Click on "Apply" on the left side of this page to access the Letter of Introduction application.

Completing Your Application for a Capital Grant

Please provide the information requested below. Some items are requested as uploads, some are requested as text only, and some provide the option for you to either upload or provide text only.

For text fields, limit your responses to the character counts provided for each question. Character counts include spaces. If a question is not applicable, explain why it is not applicable instead of writing "N/A."

For uploads, we prefer to receive the source file (in Word or Excel) rather than a PDF where possible. Be sure your documents are formatted to print on 8.5x11" paper. Please note the file size limits in megabytes (MB).

Questions
We encourage applicants to read the applicant tutorial provided by our online application vendor, Foundant Technologies.

If you have questions or need assistance with the online grant application, contact Cheryl McDonald, grants manager, at grantsmanager@RCFdenver.org, 303.398.7446 or our main line 303.398.7400 during business hours (8:00 a.m. – 5:00 p.m. M-F). If you have trouble after hours, save your application and leave a message for Cheryl. She will return your email or call during business hours.

After Submitting Your Application
Once you have submitted your grant application, you will receive an email confirmation that it has been successfully submitted in the system. If you wish to access your application after submittal or apply for another grant in the future, log in to your account by visiting RCFdenver.org/logins to access the link..

Note: If you remain on a page with inactivity for longer than 90 minutes, you will be logged off for security reasons. Please save every 15–25 minutes. We suggest drafting your responses in Word, then copying and pasting your answers to this form.

Section I

Executive Director's Name*
Character Limit: 100

Fiscal Sponsor*
Does your organization use a fiscal sponsor? If yes, provide the organization name, address and website as well as the name of a contact person and his or her phone number and email address. If no, please indicate.

Character Limit: 500

Name of Primary Contact for This Program or Project*
Provide the name of the person we should contact to discuss this capital project.

Character Limit: 50

Primary Contact's Email Address*
Character Limit: 50

Primary Contact's Phone Number*

Character Limit: 20

Information Sharing*

May we share the information you've provided with donor-advised fund holders at the Foundation who may be interested in this work? Your answer will not have an effect on the funding decision for this request.

Choices

Yes
No

Total Amount Requested*

Character Limit: 20

Fiscal Year-End Date*

Character Limit: 10

Mission and Vision*

Provide the organization's mission and vision statements.

Character Limit: 3000

History*

When and why was the organization founded? Is this still the organization's current purpose or focus?

Character Limit: 3000

Goals and Objectives*

Provide a brief statement of the organization's current goals and/or objectives.

Character Limit: 3500

Programs and Projects*

Provide a description of current programs and projects including who is served, key activities and outcomes.

Character Limit: 3500

Opportunities and Challenges*

Describe key opportunties and challenges facing the organization in the next two years.

Character Limit: 3000

Sustainability*

Describe steps the organization has taken to address its long-term sustainability. Such actions may include, but are not limited to, board discussions, conducting an organizational assessment, and/or developing a strategic plan, a business plan or economic model.

Character Limit: 3000

Section II

Capital Project Description*

Describe the capital project for which you request funds and why it is needed.

Character Limit: 10000

Impact*

Describe the impact the completed project will have on the organization and its programs.

Character Limit: 3000

Capital Projects Fact Sheet*

Download our Capital Projects Fact Sheet template. Complete it with the organization's information and upload it here.

File Size Limit: 1 MB

Project Budget*

Provide the organization's project budget including:

- Land and/or building acquisition
- Construction and/or renovation
- Equipment
- Furnishings
- Fees
- Contingency
- Fundraising expense
- Interest expense

An Excel file is preferred.

File Size Limit: 1 MB

Status of Plans*

Provide the status of architectural plans and construction bids. Please note: The final construction bid is required prior to the release of grant funds.

Character Limit: 5000

Phases*

Describe all phases of the project, including those anticipated within the next three to five years. You may provide this information in the text box below or upload a file.

Character Limit: 5000 | File Size Limit: 1 MB

Timetable *

Provide the timetable for construction. You may provide this information in the text box below or upload a file.

Character Limit: 1000 | File Size Limit: 1 MB

Regulatory Approvals*

Provide confirmation that all regulatory approvals for the project are in place, or provide timetable for approval.

Character Limit: 1000

Budget Impact*

Describe the effect of the completed project on the organization's overall budget. Provide a *pro forma* of the organization's overall budget for three years after the project is completed, including all revenues and expenditures. Costs should include, but not be limited to:

- Program costs
- Administrative and overhead costs
- Maintenance costs
- Interest expense
- Ongoing capital improvement costs
- Principal repayments

Indicate the amount the project will increase or decrease both the operating and the maintenance budgets and how any increases will be met. Describe any reserves necessary to ensure success of the project (rent up reserves, maintenance reserves, contingencies, etc.) Explain the assumptions on which the *pro forma* budget is based.

Character Limit: 3000 | File Size Limit: 1 MB

Photograph

Provide a photograph or drawing of the project, if available.

File Size Limit: 2 MB

Current Physical Plant*

Describe the organization's policy for maintaining the present physical plant. Include the amount budgeted annually for major repair and replacement over and above normal operating expenses.

Character Limit: 3000

Financing *

Describe any short-term or long-term financing for the project in place or anticipated, including the date of commitment, maturity, collateral, prepayment provisions and interest rate.

If a bond sale, attach Official Statement. Make sure that the “sources and uses” section of the Official Statement and the principal maturity schedule reconcile with the totals described in the narrative and budget.

Character Limit: 3000 | File Size Limit: 1 MB

Pledges*

If pledges are involved, provide a cash-flow projection and financing plan over the life of the pledges.

Character Limit: 2500 | File Size Limit: 1 MB

Audited Financials*

Provide the organization’s most recent audit or financial statements from the past three years. Our review of this information will note the following as areas of concern:

- A qualified opinion letter
- Deficits in the current unrestricted or operating fund
- Negative current unrestricted fund balance or net unrestricted assets
- Current liabilities that exceed current assets
- Excessive debt or debt-service obligations and patterns of unusual inter-fund borrowing

Consequently, to the extent that any of these are reflected in the audit, please explain below.

Character Limit: 3000

Audited Financials (1)*

Provide the organization's most recent audit or financial statement.

File Size Limit: 1 MB

Audited Financials (2)*

Provide the organization's second most recent audit or financial statement.

File Size Limit: 1 MB

Audited Financials (3)*

Provide the organization's third most recent audit or financial statement.

File Size Limit: 1 MB

Section III

Campaign Committee*

Describe the campaign committee, campaign staff and the role of volunteers in the solicitation process

Character Limit: 1000

Feasibility Study

Provide the feasibility study, if available.

File Size Limit: 1 MB

Fundraising Track Record*

Provide a brief description of the organization's previous fundraising track record, including annual-giving appeals, endowment efforts and earlier capital campaigns.

Character Limit: 1000

Funding Streams*

Provide total dollar goals for each funding stream category (corporate, individual, foundation, government, etc.) Indicate the percentage of donors expected to be new contributors to the organization. Identify the five largest gifts.

Character Limit: 3000

Financial Commitment *

Describe detailed financial commitments from supporters closest to the organization, especially the board of trustees and those who stand to benefit most from the completion of the project. It is expected that financial commitments from the board of trustees will be secured prior to applying to the Foundation.

Character Limit: 2500

Fundraising Timeline*

Provide the timeline for fundraising, including amount of fundraising progress expected during the four to six months that the application is under consideration at the Foundation.

Character Limit: 3000 | File Size Limit: 1 MB

Section IV

Anti-Discrimination Statement*

Provide the anti-discrimination statement adopted by the board of directors. Include the date the statement was adopted.

Character Limit: 1500

Board of Directors*

Provide a list of board of directors including occupations and/or community affiliations.

Character Limit: 1500

Key Staff*

Provide names and qualifications of key staff.

Character Limit: 1500

Volunteers*

Provide a list of volunteer involvement and in-kind contributions/donations.

Character Limit: 1500

IRS Determination Letter*

Upload the organization's IRS determination letter issued within the last five years indicating tax-exempt status. If a fiscal sponsor is being utilized, provide its IRS determination letter.

File Size Limit: 3 MB

Annual Report*

Either upload a PDF version of the organization's annual report or provide a link to the organization's most recent annual report (if available). A link is preferred.

Character Limit: 100 | File Size Limit: 5 MB

Business/Strategic Plan*

Provide the organization's business and/or strategic plan (if available).

File Size Limit: 2 MB

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