

## Capital Grants Program

### Grant Process

#### **Capital projects:**

Application questions available by **July 31, 2017**

On-line application available by **August 11, 2017**

Application deadline: **September 18, 2017**

#### **Capital Campaigns**

Qualifying discussion deadline by **August 23, 2017**

Complete application due: **September 18, 2017**

Capital Campaign application is similar to Capital Grants applications however, additional questions and documents are required as part of the Capital Campaign application. Once an organization receives CFWM Staff approval to move forward with a Capital Campaign request, information for the Capital Campaign application will be provided.

In advance of the opening of CFWM's on-line grant application, we are providing a preview of Capital Grants application questions. There are additional questions and requirements for Capital Campaigns and this information will be provided by CFWM Staff if organization is invited to submit a Capital Campaign request.

#### **Questions:**

##### **Organization Details:**

- Contact information for the organization as well as for the top executive
- Count of number of full-time employees
- County of number of part-time employees
- Count of number of regular volunteers
- Description of organization (120 words max)
- Fiscal year timeframe
- Size of current fiscal year operating budget

##### **Project Information:**

- Project Title (10 words max)
- % of Project Benefiting Hampden, Hampshire, Franklin Counties
- Project Start and End Dates
- Total Project Budget and amount being requested
- Project Summary (100 word max) - briefly describe your project and its significance in the Pioneer Valley. Include the number of people to be served and the geography targeted
- Information on your type of request; i.e. Arts/Education, etc. (select from drop-down list)
- Population served (select from drop-down list)

- Age group (select from drop-down list)
- Ethnicity (select from drop-down list)
- Gender (select from drop-down list)
- Need for Project (350 word max)
- Project Plan (350 word max)
- Personnel (150 word max) – qualifications and roles of personnel associated with the project’s implementation
- Program Outcomes (200 word max) – detail the projected outcomes
- Impact (300 word max) – describe the criteria for success, the desired results of your program and the benefit to the community
- Evaluation (300 word max.) – explain how results will be measured and evaluated
- Funding & Sustainability (200 word max) – detail other funding sources and how you will sustain the project in the future
- If full funding is not received, how will the project be completed? (200 word max)
- Any additional comments to help CFWM understand the application better (100 words max)
- Project Budget
- 2 Quotes or Bids

**Required financial reports** (these reports will need to be uploaded to the application):

- Operating Budget for the current fiscal year;
- Prior year financials:
  - Income & Expense Statement for organizations with a gross revenue of less than \$200,000;
  - Reviewed Financial Statements for organizations with a gross revenue of \$200,000 to \$500,000;
  - Most recent Audit for organizations with gross revenue of over \$500,000.
- For organizations with a gross revenue and support of \$200,000 or greater: If there is a gap year between the Operating Budget and the Reviewed Financial Statements or Audit, please attach an Income and Expense statement for the gap year;
- For organizations with gross revenue of less than \$200,000, please attach a Balance Sheet.

**Additional required information:**

- List of organization’s governing board which includes names of board members and their affiliation (i.e. profession and/or community represented).
- Documentation on the 501(c)3 eligibility of the organization
  - A 501(c)3 determination letter will need to be uploaded to the application

If you have any questions regarding the Capital grant program, contact Sheila Toto, Senior Program Officer at [stoto@communityfoundation.org](mailto:stoto@communityfoundation.org).