

## CAPITAL APPLICATION CHECKLIST

This document is intended to provide an overview of all potential information and documents needed to complete a grant application.

### **A. Organization Contact Information**

- Organization legal name, address, phone and fax numbers, population of city, website address
- Head of Organization & contact information (including number of years in position) & Application Contact information

### **B. Organization General Information**

- Tax ID number and tax status
- Organization type, year organization was established, number of locations
- Number of full-time and part-time staff, number of volunteers
- Brief biography and summary of qualifications of Executive Director/CEO of organization
- Board member list and board's role in your organization

### **Organization Details**

- Mission statement, brief history
- Challenges your organization is trying to address, community(ies) and population(s) you serve, including number of clients or community members served, and core programs and services provided by your organization
- Short-term and long-term goals and priorities of organization
- How your organization measures impact/effectiveness, including methods used, data collected, how you use this data to make your organization more effective, and specific results that highlight your impact
- Other organizations in your community that do similar work and how you work together
- Most significant collaborations and partnerships with other organizations within your community and how they increase your impact
- Your organization's biggest internal strengths and weaknesses, and what you are doing to build on your strengths and address your weaknesses
- Your organization's greatest external opportunities and biggest threats, and what you are doing to take advantage of your opportunities and minimize or avoid potential threats
- Major changes within your organization over the past five years

### **C. Organization Financial Information**

- Financial overview of your organization (source of operating funds, earned/contributed revenue, operating reserves, endowment and spending policy, operating reserves, debt)
- Any changes in funding and expenses that will improve or pose risks to your financial health and how you will address these changes
- Fiscal year end of organization
- Annual operating budget, YTD balance sheet, related actual vs. budget income statement
- Audited/reviewed financial statements (summary of financial oversight and monitoring process if no audit or review is performed)

### **D. Project Details**

- Project title (4-8 words)
- Description of project (1 or 2 sentences)
- Impact Area (refer to our website to view these areas: [http://www.peterkiewitfoundation.org/impact\\_areas](http://www.peterkiewitfoundation.org/impact_areas))
- Statement of need, including why the project is a priority for your organization and/or the greater community, how the priority was determined, how the project will help you do your work more effectively and efficiently, and how the project will help you increase your impact
- How project will impact your ongoing operating budget including how you will re-allocate any cost savings or fund any increased costs
- 3-Year Pro-Forma Budget (for new construction/renovation projects)
- Staff members who will be responsible for the project and their qualifications to perform the work, and name(s) and fee arrangements for any outside consultants who are retained for this project (e.g. fundraising consultant, architect/engineer, owner's representative, general contractor)
- Timeline for your project, including when fundraising began, start and duration of the project, major milestones, and when project will be concluded

#### ***New Construction & Renovation Projects***

- Ownership of site/building
  - Who owns it?
  - When was it acquired?
  - Was it purchased or donated?
  - How was the building previously used (if renovation project)?
- Explanation of why new construction is planned and if existing structures have been considered for the project (if new construction)
- Detailed description of the work planned for the site/building
- Size of the facility, both in gross square feet and finished square feet
- Current status of the project
  - Were competitive bids sought?
  - Is design complete?
  - Describe any environmental issues that must be addressed.
  - Is construction currently in progress?
  - Anticipated completion and occupancy dates.
- Relevant floor plans, front elevation, building footprint, exterior/interior photos

### *Purchase of Property, Furnishings, or Equipment Projects*

- Will the purchase replace existing property, furnishings, or equipment? If so, what will be done with old property, furnishings, or equipment?
- Were competitive bids sought?
- Will you hold sole ownership in the future?
- List of property or items to be purchased, if applicable (including name of seller/vendor and purchase price)

### **E. Project Budget and Funding**

- Detailed line item project budget
- Total project cost/grant amount requested/funds available/balance needed
- Debt financing being used for capital project, including source, amount, interest rate, loan term, repayment plan
- List of current and potential donors

### **Attachments**

You will be required to upload or attach documents to your application. These documents must already be saved on your computer before you can browse and upload them to your application. Acceptable attachment formats: Word, Excel, or PDF.

- Board member list
- Current fiscal year financials (operating budget, YTD balance sheet, related actual vs. budget income statements)
- Audited/reviewed financial statements (if applicable)
- Pro-Forma Budget (if new construction or renovation project)
- Floor plans, building footprint, photographs, etc. (if new construction or renovation project)
- List of property or items to be purchased (if applicable)
- Detailed line item project budget
- List of current and potential donors