**Basic Needs RFP – Capital Improvement Projects**

**Grant Application Questions**

Listed below are the application questions. Use this list to prepare your answers prior to working through the application.

1. Project title:
2. Provide a description of the project. If proposing leasehold improvements, indicate the length of your current lease agreement. (300 words)
3. Requested amount:
4. Project budget:
5. Project start date (MM/YYYY):
6. Project end date (MM/YYYY):
7. When are funds needed? (MM/YYYY):
8. CEO's Name:
9. Project contact person's name:
10. Project contact person's title:
11. Project contact person's phone number:
12. Project contact person's email address:
13. Organization's total operating budget for past fiscal year:
14. Organization's total operating budget for current fiscal year:
15. List names of current board members:
16. Board matrix:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | American Indian / Native American | Asian American / Pacific Islander | Black / African American | White | Latino |
| Number of |  |  |  |  |  |
| Percentage of |  |  |  |  |  |

1. Is this a minority or woman-led organization?
2. How many full-time equivalent people are on your staff?
3. What is the percentage of full-time equivalent people of color on your staff?
4. Does the organization have a policy which states that it does not discriminate against age, race, religion, gender, sexual orientation, disability or national origin?
5. Explain the issue or need to be addressed, the significance of the need and its impact on current services (explain the evidence demonstrating the importance of this issue or need). (300 words)
6. How will the capital project expand or complement existing service capacity?  (200 words)
7. Describe the organization’s capacity to deliver the project. (300 words)
8. Describe what the funds will specifically be used for. Indicate whether the project is for new construction, acquisition, remodeling existing facilities or to purchase equipment. (300 words)
9. Provide a project timeline. (300 words)
10. Confirm that all regulatory approvals for the project are in place or provide timetable for approval (zoning, environmental impact, certificate of need, historic preservation, etc.), if applicable. (300 words)
11. For new construction, acquisition or remodeling, delineate the physical construction (square footage and cost per square foot, scope of work, program spaces to be contained in new building, etc.). (300 words)
12. For new construction or acquisition, what is the address/location of the property? What is your organization’s plan to ensure positive neighborhood relations so that your building and services is an asset to the surrounding neighborhood? (300 words)
13. For new construction or acquisition, describe your fundraising plan for this capital effort including timetable for campaign and construction, if applicable. (300 words)
14. For remodeling projects, have you secured at least two bids or was the cost negotiated? (200 words)
15. For equipment projects, describe the equipment to be repaired or purchased. (200 words)
16. For equipment projects, what is the basis for the cost of the equipment? (200 words)
17. For equipment projects, if estimated, what is the basis for the estimate? Is installation included? If not, what is the cost of installation? (150 words)
18. For equipment projects, how will you maintain the equipment? (150 words)
19. For equipment projects, does the equipment require staff to be trained, and if so, how will you secure this training? (100 words)
20. Describe the impact the proposed project will have on your operating budget. (150 words)
21. Describe the status of pending request(s) to other revenue sources. (300 words)
22. Describe the expected outcomes and procedures to measure progress toward goals. (300 words allowed)
23. Please complete the budget form and narrative. Explain any expenses in the Other category. (150 words)
24. The next few sections are project/program related questions.

Please complete the next few sections with estimated numbers about the population you anticipate serving.

Population directly served by projectPopulation indirectly served by project

1. Age group of population being served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| Birth – Age 5 |  |
| Children & Young Adults (6-17) |  |
| Adults (18-65) |  |
| Seniors (65+) |  |
| Total |  |

1. Gender of population being served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| Male |  |
| Female |  |
| Total |  |

1. Race/Ethnicity of population being served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| American Indian / Native American |  |
| Asian American / Pacific Islander |  |
| Black / African American |  |
| White |  |
| Latino |  |
| Total |  |

1. Income Level of Population to be served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| Income level <200% of poverty level |  |
| Income level >200% of poverty level |  |
| Total |  |

1. Special populations to be served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| With Disabilities |  |
| At-Risk Youth |  |
| Homeless |  |
| LGBT |  |
| Abused |  |
| Total |  |

1. Counties to be served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| Milwaukee County |  |
| Ozaukee County |  |
| Washington County |  |
| Waukesha County |  |
| Total |  |

1. Outcomes Question

|  |  |  |
| --- | --- | --- |
|  | Enter each outcome | Enter # of clients you anticipate serving (“0” if no population is directly served) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

1. Proposals are considered incomplete if the following documents have not been submitted, preferably via email to [CIAdmin@greatermilwaukeefoundation.org](mailto:CIAdmin@greatermilwaukeefoundation.org) on or before the due date: - Year to date income and expense statement and balance sheet; - Most recent Form 990; - Most recent audited financial statements and notes; - Capital budget for project; - Capital Campaign Committee list.