**Basic Needs**

The Greater Milwaukee Foundation is seeking proposals from food pantries, food banks, community gardens, meal sites and shelters for capital and project requests. The goal is to improve food service, facilities, services and operations to help meet the basic needs of individuals and families.

**2020 Dates**

August 10 Application available

August 28 Application deadline

December 4 Board meeting

**Eligibility**

Must be a 501(c)(3) food pantry, food bank, community gardens, meal site or shelter serving Milwaukee, Waukesha, Ozaukee and/or Washington counties. Eligible nonprofits must have board membership that is at least 10 percent people of color.

\*Basic needs organizations operating in a leased or donated space must contact Associate Program Officer Danielle Breen at 414-272-5805 to discuss the project before applying.

**Use of funds**

Funds may be used for services, remodeling existing facilities or to purchase equipment to meet a demonstrated need for improved or expanded services or an unmet community need. Grant amounts may range from $1,000 to $50,000.

Funds may not be used for purchase/repair of a vehicle or paying off debt from completed projects.

**Basic Needs – 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. Is this a minority or woman-led organization?
16. How many full-time equivalent people are on your staff?
17. What is the percentage of full-time equivalent people of color on your staff?
18. List names of current board members:
19. Board /staff matrix:

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

1. Does the organization have a policy which states that it does not discriminate against age, race, religion, gender, sexual orientation, disability or national origin?
2. 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)
3. How will the capital project expand or complement existing service capacity? (200 words)
4. Please describe how the project is a catalyst for advancing racial equity and inclusion in the greater Milwaukee area. Racial Equity and Inclusion means equal access and opportunity for all people, so all can reach their full potential and are no more likely to encounter barriers or benefits based on race or ethnicity. (200 words)
5. Provide a brief description of the population served by this project. (70 words)
6. Describe the difference you intend the project to make for the population served? (100 words)
7. Was the project informed directly by the people you think will benefit from it? Please explain. (100 words)
8. Describe the organization’s capacity to deliver the project. (300 words)
9. Describe what the funds will specifically be used for. Indicate whether the project is for remodeling existing facilities or to purchase equipment. (300 words)
10. Provide a project timeline. (300 words)
11. 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)
12. What is your organization’s plan to ensure positive neighborhood relations so that your building and/or services is an asset to the surrounding neighborhood? (300 words)
13. For remodeling projects, delineate the physical construction (square footage and cost per square foot, scope of work, program spaces to be contained in the building, etc.). (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.