



## Community Foundation of the Elmira-Corning and the Finger Lakes, Inc. CAPITAL REQUEST GUIDELINES

### What is a Capital Request?

A capital request for the purposes of the Community Foundation of the Elmira-Corning and the Finger Lakes, Inc. is defined as a proposal that seeks funding to purchase or construct a new facility, renovate or add to a current facility, or purchase equipment with an expected useful life of at least ten years.

- As a general rule, capital grants will not exceed 20% of the total capital campaign goal.
- Capital grants will not exceed three year payment schedules.
- No more than 50% of available capital funds will be awarded to one organization in a given year.
- For construction or renovation projects, funds will not be released until building permits are approved.

The review process will include consideration of the following objectives. Requests should:

1. Serve a broad segment of the community\*
2. Assist those whose needs are not adequately met by existing services
3. Promote cooperation among agencies and are developed in consultation with other agencies without duplicating services
4. Enhance or improve the ability of an organization to be effective and self-sufficient
5. Generate matching funds and in-kind donations from other sources
6. Assure the viability of the organization

### Application Procedures

- Applicants must complete a Capital Request Application and attach all requested supporting documents.
- Applications will be accepted on or before February 1 each year.
- The Community Foundation may request a formal presentation from the applicant.

### Who Can Apply

Applicants must be recognized 501(c)(3) organizations located in and serving the citizens of Chemung and/or Southeastern Steuben\* counties, New York.

Proposals from faith-based organizations will only be considered if: (1) service benefits all, regardless of religion; (2) service provided is not religious in nature; and (3) there is no proselytizing associated with the service.

### When should I apply?

The Foundation accepts applications postmarked by **February 1** each year. It is recommended that organizations considering applying for a capital grant first contact the Program Officer prior to submitting an application.

### Where should I send my application?

Please submit applications **by mail** to: Community Foundation of Elmira-Corning and the Finger Lakes, Inc.  
301 South Main Street  
Horseheads, NY 14845

Feel free to contact the Program Officer at 739-3900 or [sep@communityfund.org](mailto:sep@communityfund.org) if you have any questions.

\* Currently, no capital funds are available for programs that do not serve residents of Chemung County, New York.



Community Foundation of the Elmira-Corning and the Finger Lakes, Inc.  
**CAPITAL REQUEST APPLICATION**

***Instructions:***

**Please complete the following form (Sections I through V).**

**Submit five complete packets, including all supporting documents.**

Application Date: \_\_\_\_\_ Anticipated Project Start Date: \_\_\_\_\_

Agency: \_\_\_\_\_

**Contact Person**

Name/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Agency Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**Chief Financial Officer**

Name/Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

Program Description (Required. 150 words or less):

---

---

---

---

---

---

---

---

---

---



**II. Organizational Income and Expense Summary:**

	Actual for Last Fiscal Year Ending: _____ 20__	Budget for Current Fiscal Year Ending: _____ 20__
Income		
Expenses		
Net		
Fund Balance		

**III. Budget Summary for Capital Project:**

	Amount	Status (Pending or Confirmed)
Applicant's contribution from Operating Funds:		
Applicant's contribution from Reserve Funds:		
Amount anticipated from community appeals:		
Amount anticipated from government sources:		
Amount requested from the Community Foundation:		
Amount anticipated from other grant sources (please list individually):		
<b>Budget Total:</b>		



#### **IV. Narrative:**

Please provide the following:

- Description of your organization including mission and purpose statements.
- A one-page narrative description of the capital project for which you are requesting funds. Please include a description of how the funds requested from the Community Foundation will be used.
- Explain what impact the project will have of the organizations operating budget. For example if you are constructing a new facility, how will utilities and maintenance be paid in the future, what cost savings may result and will additional staff be required? Include a description of your business plan for operations following capital campaign completion.
- A project time-line/schedule (please include when you began fundraising, the duration of the project, and when it will be concluded).
- A detailed, itemized project budget.
- An itemized list of the contributions and pledges you have received for the project.
- If applicable, describe the environmental condition of the site and documentation of code compliance.

#### **FOR CONSTRUCTION OF A NEW BUILDING:**

- Do you own the site? If not who does? Under what arrangement(s) will you use the site?
- Explain why only new construction will meet your need. Did you consider using an existing structure?
- What is the current status of this project?

#### **FOR RENOVATION, ADDITION OR REMODELING OF AN EXISTING BUILDING:**

- Do you own the building? Since when? If you recently acquired the building, did you purchase it or was it donated? How was the building used before you acquired it?
- Please describe in detail the work you plan to do on the building.
- What is the current status of the project?

#### **FOR PURCHASE OF EQUIPMENT:**

- Please explain why the purchase is necessary for your organization.

- Attach a list of the items to be purchased and the price for each. Please include a list of competitive bids solicited, if applicable.
- If this is a replacement, what will be done with the old equipment?
- Will your organization hold sole title in the future? If you plan to transfer ownership to another organization, please explain.
- What is the useful life of the equipment to be purchased?

## **V. List of Attachments**

Please provide the following:

- Current board of directors and their occupations
- Names of capital campaign steering committee members
- 3 References – please include name, title, relationship to the organization, and contact information
- Detailed copy of the latest annual operating budget
- Resumes of key project personnel and contractors
- Any printed capital campaign literature
- Latest copy of the organization's IRS 990 form or financial audit (if conducted annually)