Capital Improvement Application

The Staten Island Foundation

Admin Only

Meeting Date
Character Limit: 10

Site Visit*
Choices
Yes
No
Not Necessary

Type of Support:*
Choices
Capital Support
Challenge Grant/Capital Support
Other Support

Grant Type:*
Choices
One Time
Installment
Matching Grant
Director/Employee Matching Gift

Amount Recommended*
Character Limit: 20

Source of Funding:*
Choices
The Staten Island Foundation Funds
Philanthropy New York Funds
Other Funds

Notes:
Character Limit: 10000
**Organization Information**

**What is your organization’s mission and vision?***
Guidance: Mission is what you do, and vision is the end state you wish to achieve. The best mission and vision statements are short and clear. Describe how your mission gives you focus and guides your actions and decisions.

*Character Limit: 2500*

**Organization's current programs and services***
Please give a brief overview of your organization's current programs and services with a special emphasis on those programs and service that relate to the planned capital improvement.

*Character Limit: 2500*

**Date established***

*Character Limit: 10*

**Number of full time staff***

*Character Limit: 25*

**Number of part time staff***

*Character Limit: 25*

**Annual organizational budget***

*Character Limit: 20*

**Total number served annually unduplicated***

*Character Limit: 25*

**What strengths and expertise does your organization have?***
Guidance: The Staten Island Foundation wants to understand what your organization does especially well. This may include four elements:

a) Knowledge – your organization’s unique insight into participant barriers and opportunities

b) Skills – what your organization knows how to do

c) Change agent – how your organization uses its skills and knowledge to influence others to change their behavior or condition

d) Experience – length of time and track record in the proposed focus area

*Character Limit: 2500*

**Past achievements***
As a result of your efforts, what has your organization achieved in the past three years that most relates to the project for which you seek The Staten Island Foundation support?

Guidance: Describe how many people or places have measurably improved their behavior or condition through your efforts and in what ways rather than describing your organization.
What leadership and financial factors reflect your sustainability as an organization?*

Guidance: The Staten Island Foundation seeks to invest in financially viable organizations that are able to focus sufficiently on implementing their projects. Please address each of the following areas:

Finances – Trends, events, and other factors such as donor base and cost control that influence your financial viability, including having enough cash to operate.

Leadership – Current strengths to achieve success. Include recent or anticipated changes of key people at board and staff levels as well as any current gaps in capacity.

Request Snapshot

**Project title**
Provide a title for the project for which you are requesting funding. The title should be no longer than ten words.

NOTE: Title should not contain the name of the organization.

**Population served**
Please select the population (only one) that will be served with this grant:

**Geographical Area Served:**
Please select the geographical area that will be served with this grant:
**Overall project budget**
Please indicate the total, overall budget for this project. This must equal the dollar amount stated in the required project budget attachment.

*Character Limit: 20*

**Amount requested**
Please indicate the amount you are requesting.

*Character Limit: 20*

**Project Budget Form**
Please complete the Project Budget Template and upload it here

*File Size Limit: 2 MB*

**Focus Area and Result Outcome for project**
**Guidance:** Here you will first choose your Focus Area and then select the ONE Result Outcome you are seeking to achieve. (If you are uncertain, see The Staten Island Foundation Guidelines).

**Project start date**
Select date with calendar icon.

*Character Limit: 10*

**Project end date**
Select date with calendar icon.

*Character Limit: 10*

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**Project Information and Anticipated Results**

**Project summary**
Please provide a brief description of the project for which you seek support, including the overall goal of the project, use of The Staten Island Foundation funds, total anticipated number of people or places to be served and geography served by the project.

*Character Limit: 1500*

**Challenge or opportunity**
Describe the challenge or opportunity you face that a capital improvement project could address to increase the gains for those you serve.

**Guidance:** Please explain why you need this capital improvement to increase your efficiency and/or effectiveness. Tell us precisely what will happen without it.

*Character Limit: 2500*
What is the capital improvement that you want to make?*

**Guidance:** Be specific in such terms as kinds of equipment, square feet of space, etc. Please do not yet send blueprints or specifications. We will ask for detail when needed.

*Character Limit: 3000*

What results do you anticipate achieving with the capital improvement in place?*

This response is most critical to your application, so please be specific about the results you expect to achieve.

**Guidance:** Explain in detail the ways in which this capital improvement makes you more efficient (e.g., reducing time and costs) and/or effective (increasing the gains from your program and/or the persons who get them.) Results are the changes in the behaviors or conditions of participants based on your project. Do not focus on activities, projects implemented or levels of participant satisfaction.

*Character Limit: 3000*

Describe the steps/milestones you will use and a timeline for when each milestone will be achieved:*

Describe the 3-5 key organizational milestones you will use to manage progress, the critical activities you or others will take to accomplish each milestone, and a timeline of when those milestones will be achieved.

**Guidance:** We don't want to know the intricate details of your workplan, only the critical milestones that show you are on the path to success. Do not define a set of milestones for each result you have identified, but instead assume that the projects steps, milestones and the estimate of when those milestones will be achieved is a logical flow from start to finish.

*Character Limit: 5000*

What are the implications of this improvement for revenues and for costs?*

If the improvement creates higher new costs than new revenues, how will you pay for them?

**Guidance:** Please briefly explain how increased operations costs will be raised or covered in the future, as part of your annual operating budget.

*Character Limit: 2500*

What cost-saving steps have you taken to insure that the improvement is being acquired at the lowest?*

List all cost savings over a conventional "retail" cost that you have realized.

**Guidance:** Here we want evidence that you have done everything possible to get costs to their lowest level. That may require getting more than one "bid" for project costs. We don't want you to submit the actual bids at this time, but may ask for them in the future.

*Character Limit: 3000*
Will the new capital require any change in organizational approach or change in behavior by staff?*

Will the new capital require any change in approach for the organization or change in behavior by staff to be fully successful? If so, please detail these changes and note commitments made to make them.

**Guidance:** With this new or additional capital, you may need to change how you work. The change may be programmatic, a change in the way staff works with participants, a change in the way you use this particular capital, compared to other similar capital. If so, tell us what specifically you will implement to address these needed changes.

If there will be no changes, enter N/A in text field below.

*Character Limit: 2500*

Who will be responsible for guiding this improvement and its quality, costs, and timing?*

**Guidance:** This is a critical element in predicting project success. People are more powerful than great plans, a big committee, or even a lot of money in achieving results. While you may first consider resume details - e.g., degrees and years of experience - do recognize that in many areas, there is no strong correlation between these factors and ability to run an effective project. Much research suggests, for example, that on-job learning is far more useful to people than is what they learned in a classroom years ago. And when a person has 20 years of experience that may be good or it may not!

*Character Limit: 2500*

**Documentation**

Please upload the following documents:

**Cover Letter signed by organization CEO or Executive Director**

The cover letter should be addressed to the Executive Director and contain a summary of your proposal as well as any recent communications. Include the amount of funding requested, people it will serve and need to be addressed. If this is a first time applying, include a brief introduction of your organization.

*File Size Limit: 1 MB*

**List of Board of Directors**

*File Size Limit: 2 MB*

**Current Organizational Budget**

Please upload your current organizational budget here.

*File Size Limit: 2 MB*
Audited Financial Statements*
Please upload a copy of your organization's audited financial statements here.

File Size Limit: 2 MB

Supplemental Financial Information Form*
Please complete the Supplemental Financial Information Form and upload it here.

Guidance: List the total operating income and expenses of your organization for the last three completed fiscal years as shown on IRS Form 990. If the 990 is not yet available for the most recently completed fiscal year, list the un-audited final income and expenditures and indicate the numbers are un-audited.

File Size Limit: 2 MB

Authorized Signature
By typing in your Name, Title and Date in the fields below, you confirm that you are authorized to submit this application on behalf of your organization.

Name:*  
Character Limit: 75

Title:*  
Character Limit: 75

Date:*  
Character Limit: 10