

APPENDIX I

CAPITAL CAMPAIGN REQUESTS

Capital campaign requests are designated for the acquisition, construction, renovation, or improvement of a property. If applying for capital campaign support, provide the information requested below, in addition to the organizational information requested in Section Two. Include information on the following, as applicable to your organization's request.

- Discuss the need, feasibility, and cost of the capital campaign, and its implications for the organization's ongoing operational expenses.
- Specify contributions in hand, as well as those that are pending or prospective.
- Specify loans, including amounts and terms.
- Include the financial participation in the campaign of the board and the capital/leadership campaign committee (percent participating and total contributed).
- Specify whether purchase agreements or purchase options are signed or imminent.
- Specify also whether regulatory approvals (e.g., Certificate of Need, zoning, historic preservation, and environmental impact) are in place or are imminent.
- Indicate if timing is a factor, i.e., if a "window of opportunity" exists that would affect the success of the campaign.
- Describe the impact of the project on the organization's operating budget.
- Green Building: Discuss any strategies your organization may be planning in order to minimize the environmental impact and maximize the efficiency of your new or renovated building if applicable.
- How evaluation results will be used for program planning—for both the organization and for others doing similar work.
- Long-term strategies for funding this project beyond the grant period.
- If there is additional information that is vital to convey in this proposal, do so here.

APPENDIX I ATTACHMENTS

- For capital campaign requests: List of members of the capital campaign/leadership committee.
- Schematic or conceptual drawings of your capital project on 8.5" x 11" paper.