

Grant Application Preview

Constructing or Remodeling a Building

Thank you for visiting our Grant Application Preview page. We think you'll be glad you did. We've made this page to help you organize the information you'll need to provide for our online application. The Helpful Hints may come in handy too!

PLEASE NOTE: Most text fields in this application are limited to concise 100-word answers. If we need more information to consider your proposal, our program officer will request it at a later time.

Organization Information:

Tax ID (Employer Identification Number or EIN).

HELPFUL HINT: Your Tax ID number should be formatted as follows: 35-XXXXXXX. We need your Tax ID to verify your organization's nonprofit status. Public schools and government entities do not need to complete this section.

Organization Name

Address

City

State

Zip

Phone Number

Fax

Web Address

Primary Contact

HELPFUL HINT: This is your organization's president, CEO, executive director, superintendent etc.

Primary Contact's Title

Primary Contact's Email

Annual Operating Budget

Sources of Income and percentage of the total that each source makes up

HELPFUL HINT: Your answer to this question may look something like this:

Fees for service: 76%

Fundraising events: 5%

Grants: 15%

Earned Income: 4%

Questions about your organization:

1. What is your organization's mission and vision? Please include any principles or values that are used throughout your organization and its programs.
2. What types of things does your organization do especially well? How do you know that you do them well?
3. How likely is it that your organization will be sustained for the long term? Please list both financial and program factors that contribute to your sustainability.

HELPFUL HINT: Following are some indicators of long-term sustainability: 1. Broadly diversified sources of income. 2. History of successful financial management. 3. Volunteers who give their time and talent. 4. Many local donors who contribute cash or goods and services. 5. The absence of debt or manageable debt that makes sense given the organization's size and level of maturity.

4. In your geographic area, what groups are most similar to you? What differentiates you from them?

Proposal Contact Information:

Primary Project Contact

HELPFUL HINT: This refers to person who is the 'point person' for the project. This is the person who our staff will contact to discuss this proposal in more detail.

Project Contact's Title

Phone number

Email

Proposal Information:

Project Title

HELPFUL HINT: This is a short project title limited to 4 words.

Project Budget

Request Amount

Other sources of support for your project

Project Start Date

HELPFUL HINT: This is the date that you will begin your project.

Project End Date

HELPFUL HINT: This is the date by which you commit to completing your project goals.

For Questions 5 through 13, we are looking for simple, brief responses. Please note there is a size limitation of 100 words (about 6 sentences).

Questions about your proposed project:

HELPFUL HINT: We will use the example of one organization to explain the remaining questions. The example starts here.

5. Describe the challenge or opportunity facing your organization that, if addressed, will improve the child and youth development services you offer.

HELPFUL HINT: Suppose that you represent one of two preschools in an area of the community that is growing rapidly. Your enrollment has grown by 10% (ten children) each of the past two years. Your research into birth rates in your community shows that, for the next three years at least, you can expect that trend to continue. You have enough trained teachers, volunteers and classroom space to serve more children, but your playground and restroom facilities will need to be expanded if you are to serve 30 more children.

6. What specific capital improvement(s) do you intend to make?

HELPFUL HINT: Your answer may look something like this: We need to retrofit our building to add age-appropriate restrooms in two of our preschool classrooms. We also want to add onto our playground by purchasing new climbing and sliding equipment that is appropriate for children ages three to five.

7. What other options did you consider during your planning process?

HELPFUL HINT: As you planned for your improvements, what were all of the things you discussed as possibilities? Your answer can be informal, such as: We thought about partnering with our local elementary school to offer preschool there, but when we approached them they told us that they did not have any classroom space. We investigated the possibility of buying the playground equipment of a local youth center that went out of business, but their playground equipment was not sized for preschool-aged children.

8. What results are you committed to achieving once this project has been completed?

HELPFUL HINT: What positive changes are you asking the Dekko Foundation to invest in? Your answer may be something like this:

We expect three main results from this proposal:

- We will be able to add as many as 30 new children to our preschool enrollment.
- We will meet the physical developmental needs of very young children by having bathrooms available right in our classrooms.
- We will further meet the physical developmental needs of very young children by having outdoor climbing and sliding equipment that is designed for their size and age group.

9. Name three or four critical steps to your project. What has to be achieved at each step for you to be successful? Please provide a rough timeline.

HELPFUL HINT: Your answer may look something like this:

Critical steps in our project:

- Choose a contractor to build bathrooms by 9/30/2010.
- Choose materials for bathrooms by 10/15/2010.
- Make final selections of playground equipment by 10/15/2010.
- Organize volunteers for playground installation by 10/30/2010.
- Complete playground and bathroom projects by 11/30/2010.

10. When this project is completed, what changes will you see in revenue and expenses? If your project creates higher expenses without generating supporting revenue, how will you pay for your expenses in the long run?

HELPFUL HINT: The improvements we are making to our school will allow us to serve up to 30 more children. Thirty children will bring us \$60,000 in additional tuition per year. If we add 30 children we will probably need to hire one part-time teacher's assistant. Total compensation for that position will be \$30,000. The cost of this additional staff will more than be paid for by the additional tuition that the parents of the 30 students will pay. We have considered our operational expenses, and have concluded that the additional bathrooms and playground equipment will not add any cost to our heating/lighting/ insurance etc.

11. What steps have you taken to ensure that your project will be implemented at the lowest possible cost? List all cost savings over conventional retail cost that you have worked to realize.

HELPFUL HINT: We have gotten three competing quotes for the construction of the bathrooms and the purchase of the playground equipment. After finding out how expensive playground equipment is, we have decided to use volunteer labor to install it. The playground equipment company will provide a supervisor to help our volunteers do the work. This will offer us a substantial savings.

12. Will the proposed project require you to change your organization's way of doing business? If so, please tell us what you will need to change. Talk about your organization's commitment to making these changes.

HELPFUL HINT: We have considered how adding as many as 30 children to our preschool might change the way we do things. One thing that we think might be a problem is the way that children are currently dropped off for school. We are considering changing the entrance that we use and the signs that direct parents. The changes that we are considering will not cause us to hire any additional people or make any changes to our building.

13. Who is most directly responsible for guiding the completion of this project and its quality, cost and timing?
Please name the person, and indicate that person's success in this area and/or personal qualifications or attributes that point to success.

HELPFUL HINT: Our executive director will be responsible for guiding this project to completion. Her name is Susan Smith. Susan has worked at two other preschools and was responsible for a successful and on-time building project at one of the schools. She has headed our project so far and was responsible for seeking quotes and talking to contractors and vendors.