



## Grant Application Preview—Constructing or remodeling a building

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**Thank you for visiting our preview page.  
We think you'll be glad you did!**

This page is designed to help you organize the information you'll need for our online application.  
Here you'll find all of the questions for your proposal and helpful hints in **purple!**

Grantseekers who have used this preview in the past tell us they:  
Fill out the preview, make edits, and then copy and paste their responses into our online grant application; **or**  
Print out this preview and use it as a guide as they enter information directly into our online application.

**PLEASE DO NOT SEND THIS DOCUMENT TO US.**

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**Please note: Unless stated otherwise, text fields in our applications are limited to concise, 100-word answers. If more information is needed to consider your proposal, our program officers will request it during the review process.**

**1** Connect

**Your Organization:** In order to consider your request, we will need some basic information about your organization. You'll want to have this information ready when you start your application.

**Tax ID (Employer Identification Number or EIN).** Ex: 35-XXXXXXX

Your Tax ID number helps us to verify your organization's nonprofit status. Public schools and government entities do not need to complete this section.

**Basic Information (Name, Address, Phone Number, Fax and Website)**

**Year your organization was founded.** What was the first year your organization was in business?

**Your Annual Operating Budget with sources of income and the percentage of each source.**

Your answer to this question may look something like this:

ANNUAL OPERATING BUDGET: \$300,000

SOURCES OF SUPPORT:

Fees for Service 76%

Fundraising Events 5%

Grants 15%

Earned Income 4%

**Your Leader:**

**Primary Contact Information (for your President, CEO, Executive Director, Superintendent, etc.)**

**Your Proposal Contact:** Please provide contact information for the person who is responsible for this grant proposal. We will want to know:

**Project contact's name and title:**

**Phone number:**

**Email address:**

**Questions about your organization:**

1. **What are your organization's mission/vision/values?** 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?** This is your chance to brag a little! Are you proud of your successful annual fund? Have your programs increased greatly in impact/participation? Have you won an award or accomplished a milestone?

**Questions about your proposed project:**

**Project title:** This should be a short project title, using four words or less

**Total project budget:** How much will the project cost over all?

**Requested amount:** How much is your organization requesting that we invest in your project?

**Other sources of support for your project:** List contributions, other grants, gifts in kind etc.

3. **In just a few paragraphs (about 200 words) tell us about the construction project that you want to complete.** This is the place to summarize your ideas/inspiration/enthusiasm for the project you have in mind.
4. **Describe the challenge facing your organization, if addressed, will improve the child and youth development services that you offer.** For most organizations building or remodeling a building is one of the most challenging projects that they'll ever face. That's why it's important to truly understand the reasons why a new building and/or a move is necessary. Your answer may read something like this:

Our building was originally constructed in 1957; and it worked really well for a long time. In the 1980's our membership doubled and we began renting space in a building across town. At this time membership has doubled again and we are offering programming in church gymnasiums and parking lots. Prospective members tell us all of the time that they see how busy we are and just go somewhere else. Parents tell us that if they have three children they often need to be in three places at the same time. As an organization with a mission to bring families and the community together, our current building does not contribute to our purpose.

5. **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?** Help us to understand how this project will affect your revenue and expenses. If you will need to add extra staff members, or foresee an increase in utilities, how will you cover that expense going forward? If additional revenue will be generated, tell us how that will impact your organization's sustainability.
6. **What steps have you taken to ensure that your project will be implemented at the lowest possible cost?** Before we invest in a project such as yours, we want to understand what work has been done to ensure that you're getting the most for your money. Did you interview several contractors, or research materials being purchased? Did you have other great ideas to keep costs low? Tell us about the process.

7. **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.** Additional space or upgraded facilities can create changes in other areas of your operation. Tell us how you anticipate changing the way you go about doing your work once the project is complete.
8. **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.
9. **Why do you believe this project is a good fit for the Dekko Foundation?** Help us to understand your thinking by going to our website: <http://dekkofoundation.org/child-development-focus/> Then tell us in this question which of our grantmaking priorities your project fulfills.

### 3 Measure

#### **The difference your project will make:**

10. **State the improvement (positive measurable difference) that are you committed to helping participants in your programs achieve once your building project is complete. Improvement Number One:** These statements help us explain to our committee and board what they are buying with an investment in your grant proposal. Improvement statements should be measurable, and based upon a positive measurable difference for the participants that you'll serve. Tell us more about the improvement that will occur once the new space is complete. A strong improvement statement will identify the amount of positive difference you'll bring about, and how you'll know if that difference occurred.

**Watch a brief video about this topic:** <http://dekkofoundation.org/tips-from-our-program-officers/>

Click on: What will be different if a grant is made?

**Improvement Number One:** By adding two additional classrooms we will increase by 50 the number of students we can help read at grade level by the end of the third grade. (We will go from helping 100 students read at grade level to helping 150 students read at grade level.)

**How will you achieve Improvement Number One?** Once our two new classrooms are complete we will recruit two new teachers and four new volunteers to work with children. By working with them twice a week and using our reading curriculum, our experience shows that we can impact 50 more children.

**Improvement Number Two: (If needed)** Our experience shows that organizations that focus on bringing about one key improvement are the most successful. But sometimes leaders want more than one improvement statement to explain their work and hold themselves accountable. We have provided room for a second improvement statement if you believe you need it.

#### **Project time period:**

Project start date: When will you start your building project?

Project end date: By when will you be able to report on whether or not you've brought about the improvements you stated above?

## 4 Track

### Tracking for Success:

**11. 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.** As with any big project, you will want to have a plan for each step of the process. In a simple, bulleted format, help us know what critical steps/actions you will take in order to complete this project and achieve the result you have stated above. For example:

- \*Collect bids from three different contractors by January 31, 2014.
- \*Select a contractor by February 15, 2014.
- \*Obtain all appropriate permits by March 1, 2014.
- \*Oversee the construction process from April 15, 2014 through September 1, 2014.
- \*Begin programming by October 1, 2014.

**12. What information will you use to track success and make course corrections in your program and the benefits to your participants? Do you have the ability to track these things?** How will you ensure that the improvement you want within your organization is really taking place? For example: Will you measure revenue increases? Will you evaluate participants' improvement?

**13. Halfway through your project, how will you know if you are on course to achieve your stated improvement with the time and money you have remaining?** What milestones will be good predictors of participants in your programs achieving the improvements that you stated in Question 10 above?

## 5 Attachments

To apply for a grant from the Dekko Foundation you will want to prepare a simple project budget. This type of budget should show both the cost of your project and sources of revenue that you expect for the project. If you have questions, please see our grant preview documents here: <http://dekkofoundation.org/apply-now/> or call our Grants Manager at: 260.347.1278.

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

A budget is a very important part of any grant application to our foundation.

- If you are applying for operating funds, the budget you will want to attach to your grant application is your organization's annual operating budget.
- If you are applying for support for a program, initiative or building project, you will want to attach a budget for your specific project. Please be sure to include both revenue and expenses.
- While there is no need to prepare a special budget for your proposal to our foundation, we have included a sample budget that you may find helpful.
- Typically, a budget for a small, simple project can be brief and contain less detail. Larger and more complex projects may need a more detailed budget.

## Attachments other than budgets:

- Many grantseekers are eager to share letters of support, photos, drawings etc. They often go to the extra expense of mailing large 3D items. We encourage grantseekers to hold these items and share them with the Dekko Foundation program officer during their site visit.

## Sample Project Budget:

### REVENUE

REVENUE SOURCES	AMOUNT
Fundraising Events	\$ 5,000
Contributions from individuals	\$10,000
Contributions from businesses	\$10,000
Fees for service	\$ 5,000
Agency operating dollars	\$ 5,000
Grants from foundations	<u>\$10,000</u>
<b>TOTAL PROJECT REVENUE</b>	<b>\$45,000</b>

### EXPENSES

TYPE OF EXPENSE	COST
Salaries	\$15,000
Equipment	\$15,000
Training	\$5,000
Meeting Materials	\$8,000
Travel expenses	\$1,000
Meeting Refreshments	<u>\$200</u>
<b>TOTAL PROJECT EXPENSE</b>	<b>\$45,000</b>

## 6 Review

**You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.**

We could have called this section Review and Relax! Now is the opportunity for you to give your proposal one last review and make sure that you have given every question your best effort. It is also a good time to relax after your hard work and know that this is just the beginning of telling your story to our foundation.

Before long you'll have the chance to meet with one of our program officers and talk more about your proposal. Relax and know that, at that time, you can include the things you might have missed and fill in the interesting details.

**Thank you for visiting our Sample Grant Application.**

Please feel free to contact us if you have questions.

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