

Attachments Needed by All Applicants

- 1) Board of Directors List including: Position(s) on the board (officer and committee position), Occupation and name of employer and/or affiliations(s), City or county of residence, Term end date. (You can upload a document that you already have developed. If you do not have a document, a template is available in the application.)
- 2) List of names and qualifications of Key Staff, Including length of service with the organization. Do not include job descriptions or resumes. (You can upload a document that you already have developed. If you do not have a document, a template is available in the application.)
- 3) Organization budget for the current fiscal year
Program(s) budget if applying for program funding
Budgets should include both revenues and expenses.
- 4) Current (year-to-date) Financial Statements dated within three months of application date. These should include a Statement of Financial Position (Balance Sheet), and a Statement of Activities (Income and Expense Statement).
- 5) Year-end Financial Statements. Include the most recent fiscal year-end financial statements. These should include a Statement of Financial Position (Balance Sheet), and a Statement of Activities (Income and Expense Statement).
- 6) Financial Audit if available. If the organization has an audit, but it is not available for the most recent fiscal year-end, include the most recent audit.

If you are using a fiscal sponsor, you will need these additional attachments:

- 1) Memorandum of Understanding or the contract between your organization and your fiscal agent/fiscal sponsor.
- 2) Organization budget for your fiscal sponsor for the current fiscal year. Budgets should include both revenues and expenses.
- 3) Current (year-to-date) Financial Statements for your fiscal sponsor dated within three months of application date. These should include a Statement of Financial Position (Balance Sheet), and a Statement of Activities (Income and Expense Statement).
- 4) Year-end Financial Statements for your fiscal sponsor. Include the most recent fiscal year-end financial statements. These should include a Statement of Financial Position (Balance Sheet), and a Statement of Activities (Income and Expense Statement).
- 5) Board of Directors List for your fiscal sponsor including: Position(s) on the board (officer and committee position), Occupation and name of employer and/or affiliations(s), City or county of residence, Term end date. (You can upload a document that you already have developed. If you do not have a document, a template is available in the application.)

If you are a licensed child care center, you will need these additional attachments:

- 1) Child care information sheet. A template is available in the application or can be downloaded from our website.
- 2) Tuition Assistance plan for your center, if available.

If you are requesting capital funding, you will need these additional attachments:

- 1) Business Plan Business Plan. A business plan should include the following components at minimum: Market/Needs Analysis, Implementation Timeline (i.e., the timeline for various project components, including hiring and enrollment timelines), Marketing Strategy, Organizational Structure and Management, Staffing and Human Resources, Budget and Finance, and a Facilities Plan.
- 2) Proforma budget for first three years of operating in new space
- 3) Schematics/Conceptual Drawings (optional)
- 4) Five-year lease agreement. If the building/property is leased, it is the expectation of the Buell Foundation that the lessee has a written commitment by way of the lease agreement of at least five years. Attach a lease or letter noting commitment of space if provided by another agency for a minimum five years.
- 5) Bids for work to be completed if requesting funding for Furniture, Fixtures, and Equipment, or playgrounds.