Capital Grant Eligibility Questionnaire

In order to confirm applicants meet the Buell Foundation's basic eligibility standards to apply for capital funds, we ask applicants to first respond to four yes/no questions before beginning a capital funding application. Please proceed to these questions below:

Are you seeking funds as a nonprofit organization, public entity, faith-based organization, or Native American Tribe in Colorado?

Will this capital funding request support a Colorado child care program that is already licensed or planning to be licensed as a result of this project?

Will the licensed child care program benefiting from this project serve families within the next 24 months?

Has the capital campaign received funding commitments for at least 25% of the total capital project budget?
Funding commitments may include the value of donated land, in-kind goods or services, approved grants, etc.

Welcome to the Buell Foundation's application for capital funding. Applications are due by 5:00 p.m., September 3, 2024.

The application will automatically save information as you enter it. You can also manually save by clicking the button at the bottom of each page. You can return to the application to continue working on it anytime before the application deadline. You can also use the "View/Print Application" button at the bottom of each page if you want to print or save the application as a PDF.

Please contact your Program Officer with questions about the content of your application. Click on the blue comment bubble icon (shown below and under the title of most of the sections of the application) for technical questions related to the online application. Note this is not a 'live' chat, questions will be answered within one-business day in the application and via email.

You will receive an email once your application is successfully submitted. Please check your spam folder, and then contact grants@buellfoundation.org if you do not receive the confirmation email once you have submitted your application.

Organization Profile

Legal Name of Organization
This should be the exact wording from the IRS 501(c)(3) determination letter.

DBA (Optional)
Doing Business As – This is the name that the organization is widely known by if different from the legal name.

EIN (Applicant Organization)
The Employer Identification Number from the top right corner of your IRS 501(c)(3) determination letter. It is sometimes referred to as a Federal Identification Number.

Tax Exemption Status
Please choose the one that best describes your organization.

If you selected Other as your Tax Exemption Status, please describe:

Office Mailing Address

County
Please select the county where your headquarters are located.

Office Phone

Organization Email

Organization Website

Year Organization Founded

Organization Mission Statement

Geographic Area(s) Served
(e.g., counties, towns, etc.)

Anti-discrimination policy
An anti-discrimination statement is not the same as a harassment policy. If you do not have an anti-discrimination statement, please enter "No anti-discrimination policy." below.

Board of Directors List
Include the following information for each board member:

1. Position(s) on the board (officer and committee position)
2. Occupation and name of employer and/or affiliations(s)
3. City or county of residence
4. Term end date

You can upload a document that you already have developed. If you do not have a document, use the template provided here.

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, use the template provided here.

Does your Organization use a Fiscal Sponsor?

Non-Discrimination

The Buell Foundation's non-discrimination statement is:
*The Foundation is committed to providing an inclusive and welcoming environment for all our staff, grantees, beneficiaries, and vendors and does not discriminate on the basis of **race**, **color**, **national and ethnic origin**, **religion**, **gender**, **gender expression**, **age**, **disability**, **marital status**, and **sexual orientation** in any of its activities, the administration of its grants, or employment practices. The Foundation's policy is to maintain an environment free of unlawful discrimination and to comply with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity.*

Please provide your organization's non-discrimination statement.
A non-discrimination statement is not the same as a harassment policy. If you do not have an anti-discrimination statement, please enter "No non-discrimination policy" below.

Non-Discrimination
Comparing the Buell Foundation's non-discrimination statement with your organization's non-discrimination statement, please confirm that each of the following identified classes are included in your organization's non-discrimination statement.

Does your organization's non-discrimination statement contain each of the identified classes as in the Buell Foundation's?
Please provide any information on why any identified classes are not included in your non-discrimination policy.

Key Contacts

CEO or Executive Director

Click the Select Contact button below to either select a contact already in the system or to create a new contact. Note that all information must be included for each contact before your application will be considered complete.

Grant Contact

Click the Select Contact button below to either select a contact already in the system or to create a new contact. Note that all information must be included for each contact before your application will be considered complete.

Fiscal Sponsor Contact (If Applicable)

Click the Select Contact button below to either select a contact already in the system or to create a new contact. Note that all information must be included for each contact before your application will be considered complete.

Fiscal Sponsor Information (if applicable)

Name of Fiscal Sponsor Organization

EIN (Fiscal Sponsor)

Please attach the following documents:
Memorandum of Understanding or the contract between your organization and your fiscal agent/fiscal sponsor

Attach your Fiscal Sponsor's operating budget for the current fiscal year
Please include revenues and expenses in the budget. Maximum number of attachments allowed: 4

Fiscal Sponsor Current (year-to-date) financial statements
These are generally financial statements reviewed at your Fiscal Sponsor's most recent board meeting. In some cases, the fiscal sponsor's year-to-date financial statements are the same as their most recent year-end statements. Please provide statements from within three months of application date.

1. Statement of Financial Position (Balance Sheet)
2. Statement of Activities (Income and Expense Statement)

Fiscal Sponsor's Year-end Financial Statements
Include your Fiscal Sponsor's most recent fiscal year-end financial statements, audited if available. If the fiscal sponsor has an audit, but it is not available for the most recent fiscal year-end, also include the most recent audit.

1. Statement of Financial Position (Balance Sheet)
2. Statement of Activities (Income and Expense Statement)
3. Most recent Audit (optional)

Board of Directors List for the fiscal agent/fiscal sponsor
Include the following information for each board member:

1. Position(s) on the board (officer and committee position)
2. Occupation and name of employer and/or affiliations(s)
3. City or county of residence
4. Term end date

You can upload a document that you already have developed. If you do not have a document, use the template provided here.

Request Summary

Total Grant Request ($)

Provide a brief history of your organization. *Suggested word limit: 250.*

What type of capital project are you seeking to fund?

Provide a brief description of this capital project, including its scope, plan, and timeline.
Please limit this response to an overview of the project. You will be asked to provide detailed information later in the application. *Suggested word limit: 150 maximum.*

What community need is this project striving to meet, and how was that need identified?
As part of your response, please describe how community stakeholders have been engaged in the design of this project. *Suggested word limit: 150 maximum.*

Who will operate the child care program at this site, and how does/will that operator prioritize access for underserved populations?
Underserved populations include groups such as low-income families, teen parents, communities of color, etc. *Suggested word limit: 150 maximum.*

What measures have been/will be taken to ensure the program operating at this site will deliver high quality care?
Suggested word limit: 150 maximum.

Project Details

Describe the scope of the project. How will the completed project impact your program delivery and the community you serve?
Suggested word limit: 150 maximum.

Describe the ability and/or readiness of the organization to manage anticipated program changes that result from this project (e.g., development of a new program, increased enrollment, the need to hire additional staff).
Include information about your plan to sustain the project beyond the first 1-3 years. *Suggested word limit: 150 maximum.*

Will your organization own the building and/or property?

If the building/property is leased, it is the expectation of the Buell Foundation that the lessee has a written commitment by way of a lease agreement of at least five years for a privately owned building/property and 10 years for a publicly owned building/property. You will be asked to provide proof of this commitment in the "Additional Attachments" section of the application.

What is the total budget for this capital project?

How much has been raised to date?
Provide the total of all monetary contributions to your project.

In-kind support committed to the project
Please provide a description and the dollar value. This often includes, but is not limited to donated land, labor, or materials. *Suggested word limit: 100 maximum.*

Is a loan involved in this capital campaign?

Please include details related to the loan, including the lender, loan terms, and rate .

Describe your bid process for selecting a contractor. *Suggested word limit: 150 maximum.*

Please check this box to confirm the selected contractor is licensed and insured.

Provide a detailed description of the construction plan and timeline. *Suggested word limit: 250 maximum.*

Describe administrative leadership responsible for carrying out the success of this capital campaign, including board involvement and the project's fundraising plan. *Suggested word limit: 150 maximum.*

Financials

Attach your Organization's Operating Budget for the current fiscal year.
Attached budgets should include both revenues and expenses. Note: if a separate operator will manage the facility once the project is complete, you may be asked to provide additional information after submitting your funding application.

Current (year-to-date) financial statements
These are generally financial statements reviewed at your most recent board meeting. In some cases, the organization's year-to-date financial statements are the same as your most recent year-end statements. Please provide statements from within three months of application date.

1. Statement of Financial Position (Balance Sheet)
2. Statement of Activities (Income and Expense Statement)

Year-end Financial Statements
Include the most recent fiscal year-end financial statements.

1. Statement of Financial Position (Balance Sheet)
2. Statement of Activities (Income and Expense Statement).

Does the organization have a financial audit?

If so, please enter the audit date:

Most recent Audit

Additional Attachments

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
- Facilities Plan

Proforma Budget

Proforma budget for first three years of operating in new space

Schematics/Conceptual Drawings

Contractors

Attach the most current bid from your selected contractor.

Please attach a copy of the lease agreement for the building/property.

If the building/property is owned by another entity, attach a lease or letter noting commitment of space. The term of this lease must be at least five years for a privately owned building/property or ten years for a publicly owned building/property.