



# Capital Funding Application

## 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 the project benefiting from this funding be complete 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 1, 2026.**

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](mailto: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**

**Office Phone**

**Organization Email**

**Organization Website**

**Year Organization Founded**

**Organization Mission Statement**

**Geographic Area(s) Served**

(e.g., counties, towns, etc.)

**Board of Directors List** (attachment)

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
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.

**List of names and qualifications of key staff** (attachment)

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.

**Does your organization use a Fiscal Sponsor?**

# Non-Discrimination

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.

The Buell Foundation's funding application includes submission of the applicant's non-discrimination policy. The Buell Foundation prioritizes partnerships with organizations and programs that are aligned with its values, including non-discrimination. If an organization's non-discrimination policies and practices are not aligned with Colorado law and the Buell Foundation, it is possible that a funding request will be declined. If a grantseeker has questions or concerns about their policies and practices related to nondiscrimination, please contact one of our program officers at 303-744-1688.

**Please provide your organization's non-discrimination policy.**

If you have multiple policies, for instance a parent handbook and an employee handbook, please provide both.

A non-discrimination policy is not the same as a harassment policy. If you do not have a non-discrimination policy, please enter "No non-discrimination policy" below.

**If your policy does not align with the Buell Foundation's, please provide information about why any identified classes or parties are not included.**

# Key Contacts

To add a new contact, DO NOT simply edit the currently listed contact. Doing so will change that person's contact record on previous grants.

- To add a new contact click the "Select Contact" button
- Then choose the "+ Add New Contact" link
- Enter the information for the person whose information is not already in the portal.

## Grant Contact

This is the person at your organization we should contact to discuss details of this program and application. Click the "Select Contact" button to either select a contact already in the system or to create a new contact.

**Note:** All information must be included for each contact before your application will be considered complete. **You may enter up to two people as a grant contact, such as a program manager and a development manager.**

## CEO or Executive Director

The CEO or Executive Director contact CANNOT be the same as the Board Officer entered below.

**Please provide a unique (not shared) email address; this contact will be asked to electronically sign any grant award documents.** Click the "Select Contact" button to either select a contact already in the system or to create a new contact. This contact can also be a grant or financial contact.

**Note:** All information must be included for each contact before your application will be considered complete.

## Financial Contact

This is the person who will receive and process grant funds for your organization. The Financial contact can also be the CEO and/or grant contact. Click the "Select Contact" button to either select a contact already in the system or to create a new contact.

**Note:** All information must be included for each contact before your application will be considered complete.

## Board Officer

This CANNOT be the same person listed as the CEO or Executive Director contact above. The Board Officer can be a Grant Contact or Financial Contact. Please provide a unique (not shared) email address; this contact will be asked to electronically sign any grant award documents.

Click the "Select Contact" button to either select a contact already in the system or to create a new contact.

**Note:** All information must be included for each contact before your application will be considered complete. You may enter up to two people as a Board Officer.

### **Fiscal Sponsor Contact**

Click the "Select Contact" button below to either select a contact already in the system or to create a new contact.

**Note:** All information must be included for each contact before your application will be considered complete. You may enter up to two contacts at your fiscal sponsor.

### **Fiscal Sponsor CEO or Executive Director**

The Fiscal Sponsor CEO or Executive Director contact CANNOT be the same as the Fiscal Sponsor Board Officer entered below. **Please provide a unique email address; this contact will be asked to electronically sign any grant award documents.** Click the "Select Contact" button to either select a contact already in the system or to create a new contact.

**Note:** All information must be included for each contact before your application will be considered complete.

### **Fiscal Sponsor Financial Contact**

This is the person who will receive and process grant funds at your fiscal sponsor. We will contact this person to provide ACH payment information if a grant is awarded. The Fiscal Sponsor Financial Contact can be the Fiscal Sponsor contact, Fiscal Sponsor CEO or Executive Director, or Fiscal Sponsor Board Member. Click the "Select Contact" button to either select a contact already in the system or to create a new contact.

**Note:** All information must be included for each contact before your application will be considered complete.

### **Fiscal Sponsor Board Officer**

This CANNOT be the same person listed as the Fiscal Sponsor CEO or Executive Director contact above. **Please provide a unique email address; this contact will be asked to electronically sign any grant award documents.** Click the "Select Contact" button below to either select a contact already in the system or to create a new contact.

**Note:** all information must be included for each contact before your application will be considered complete. You may enter up to two people as a Board Officer.

# Fiscal Sponsor Information (if applicable)

**Name of Fiscal Sponsor**

**Organization EIN**

## 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: four

### **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.

# About Your Request

## **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: 250 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.

**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

## **What is the organization's fiscal year end date?**

For example: 12/31/2025

## **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.