

Capital Grant Application Guidelines

The Jay and Rose Phillips Family Foundation

We encourage you to read these guidelines carefully and contact a Foundation staff member before submitting your request to the Foundation. For more information, please visit our website at www.phillipsfnd.org or contact us at 612-623-1654.

The Foundation defines “capital” as real estate, bricks and mortar; permanent fixtures added either to a structure or to real estate; or significant program equipment needs. Our capital grants typically range from \$25,000 to \$100,000, with occasional exceptions for larger amounts.

We anticipate a reduction in grantmaking resources in 2010. As a result, we will be making a limited number of capital grants. Not all applications that meet our funding criteria will be awarded funding.

Mission

The mission of The Jay and Rose Phillips Family Foundation is to honor the legacy of its founders, Jay and Rose Phillips, by continuing the family tradition of sharing resources for the public good, while exercising leadership and flexibility in responding to emerging community needs.

Application Process

We accept requests for capital grants *once per year* through a Letter of Inquiry (LOI) process that is described below. LOI's must be received in our offices by January 8.

Letters of Inquiry should be no more than three pages, plus a capital campaign budget. We recommend that all potential applicants talk with a Foundation staff member to discuss their capital project before submitting an LOI.

Our staff will review LOI's received, and invite full proposals from those that most closely align with our interests and capital grant guidelines. We will invite full proposals by February 15, allowing the organization approximately one month to submit by our March 15 deadline. This is the only grant round each year where capital requests will be considered.

LOI's not invited to submit a full proposal will receive feedback that should be helpful in any potential future applications, as appropriate.

We make a number of capital grants annually at the discretion of the trustees, many who live outside of Minnesota. Unsolicited applications for these funds are not accepted.

Funding Criteria

All capital funding requests must meet the following criteria.

- For capital projects of \$100,000 or more, the organization must have reached a minimum of 60% of its financial goal in pledges and contributions received, and developed a reasonable plan to secure the remainder.
- For capital projects under \$100,000, the organization must have a reasonable plan to secure the total amount needed.
- The capital project, when completed, will allow the organization to serve its constituents more efficiently, more effectively, and/or with increased capacity.
- The organization has not received a capital grant from the Foundation within the last three years.
- The organization is financially solvent, with stable leadership.

Specific projects that will be considered for capital support include, but are not limited to:

- new building construction,
- renovations to or remodeling of an existing building,
- renovations to meet ADA requirements or improve accessibility,
- housing construction for populations with multiple barriers,
- build-out on new leased office space,
- pre-development funds for specific, substantial, and multi-faceted projects,
- roof repair or replacement,
- HVAC or climate control system replacement or upgrade, and
- specialized medical equipment or independent living enhancements.

Additional Funding Considerations

Before reviewing a request and/or funding a project, we also take the following into consideration.

- The Foundation prefers not to be a lead funder or “first-in” funder. We generally only make a capital grant once the campaign has reasonable probability of success.
- The Foundation generally makes capital grants to organizations that have a prior history of programmatic support from us.
- The project is well thought out and well organized, and when completed will make a measurable impact on the population served or the community in which it is located.
- The building takes advantage of environmental technologies and efficiencies that can lead to cost-savings and a decreased carbon footprint.
- Requests for pre-development support will be considered. However, if your organization is seeking support for a pre-development loan fund either for internal use on a variety of projects or for re-granting to other entities, we advise you to contact a Foundation staff member to discuss your proposal prior to submitting the LOI.
- The Foundation does not make capital grants for vehicle purchases, technology upgrades, or cosmetic improvements.

Letter of Inquiry Required Format

Letters of Inquiry must be completed through the Foundation's online application format. You can access this application through our website at www.phillipsfnd.org and click on the *Guidelines and Application Procedures* tab. The online application form will be made available on November 1 of each year, and will no longer be available after the January 8 deadline has passed.

Please keep in mind that the application will request the following information and will have word limits to keep the LOI to no more than three pages, plus the required financial documents.

1. Organizational information

- organization name, address and website address
- contact person, title, phone number, and email address
- total capital or campaign goal
- amount requested from the Foundation

2. Organizational background

- mission statement
- brief summary of services
- service area and population(s) served
- size of the current fiscal year organizational operating budget

3. Statement of need

- purpose of capital needs
- how the project will allow the organization to better serve its constituents
- how the project fits with the Foundation's funding priorities
- current status of the capital campaign and time frame for the project to be completed

4. Capital budget (separate attachment)

- detailed expense lines and income sources
- list of income sources committed to-date including foundations, corporations, government, in-kind support, and a total from all individual contributions
- list of additional funding sources under consideration or pending
- list of all denied foundations, corporations, and government sources

5. Financial Statements (separate attachment)

- a copy of your organization's most recent profit and loss statement
- a copy of your organization's most recent balance sheet

For questions about the online application:

Please call Dana Jensen, Grants Manager, at 612-623-1652 or via email at djensen@phillipsfnd.org.

For questions about submitting an LOI for capital funding:

Please contact one of our Foundation staff at 612-623-1654 or via email at phillipsfnd@phillipsfnd.org.