

**RosaMary Foundation**  
**Attachment Instructions**  
**Capital Support**

**I. CAPITAL NARRATIVE – Limit to three pages**

**A. Background** - Describe the work of your organization, addressing each of the following topics:

1. A brief description of its history and mission.
2. The issue(s) that your organization works to address.
3. Current programs and accomplishments. Please emphasize the achievements of the past year.
4. The group that your organization reaches, including geographic location, socio-economic status, race, ethnicity, gender, age and physical or mental abilities.
5. Overview of organization structure including board, staff and volunteer involvement.
6. Your organization's relationships-both formal and informal-with other organizations working to meet the same needs or providing similar services. Please explain the differences from and similarities to these other agencies.

**B. Question Set A: All request for capital projects.** *Please answer all questions.*

1. State the budget for the project.
2. What are the designated purposes or goals of the capital project?
3. How will this capital project enhance the mission and/or operations of your organization?
4. Describe how those you serve will benefit if this project is accomplished.

**C. Question Set B: Choose based on type of request - bricks and mortar OR equipment OR endowment.** *Please answer the appropriate set of questions. The items in parenthesis in each of the question sets are indicative of the types of information we need to make a decision. Address only those that apply to your project.*

1. **Bricks and Mortar** (Building purchase, construction, or renovation, or land purchase)
  - a. Describe the land, building, or planned building.  
(For example: location, general condition, acreage or square footage, cost, age, history value, parking. Are there zoning issues? What is the stage of permitting processes and regulatory approvals? At what stage are the architectural plans? What are the costs of planning?)
  - b. Describe the intended uses and impacts.  
(Include all planned activities to be carried out in the building or on the land, and program spaces to be accommodated. What are the neighborhood and environmental impacts of purchase or construction? What are the neighborhood and environmental impacts of the intended use? Will there be costs for dislocated staff during renovations?)
  - c. What is the basis for the cost of the land, building, and/or renovations?  
(Was this a bid process or are the costs an estimate? If an estimate, what is the bases for the estimate? Have you researched comparable sales or renovation projects? What were your results? Attach site and floor plans in sufficient detail to justify cost estimates.)
  - d. Describe in detail your fundraising plan for your current capital efforts.

- e. Describe your capacity to manage this building or property  
(What plans have you made to ensure that your organization is able to maintain the building or land? Cite staff capabilities to manage similar projects and/or facilities.)
- f. What will be the impact of the operation of the building or property on your organization's operating budget?  
(Include explanation of planned use of any space vacated when the new facility is occupied.)
- g. Is there any relationship between the seller or principle vendor and any member of the Board of Directors or paid staff?
- h. Complete budget information sheet that follows (for all projects greater than \$1,000,000.00)

## **2. Equipment**

- a. Describe the equipment to be purchased.
- b. What is the basis for the cost of the equipment?  
(Have you secured at least (2) bids or was the cost negotiated? If estimated, what is the basis for the estimate? Is installation included? If not, what is the cost of installation?)
- c. How will you operate and maintain the equipment? What will be the impact of the operation of the equipment on your organization's operating budget?  
(What is the life expectancy and/or warranty on the equipment? Include the cost of any maintenance or service contracts. Does the equipment require your staff to be trained, and if so, how will you secure this training? Are these ancillary needs and/or costs associated with the use of this equipment, e.g., access to power sources and/or internet access? How will you safeguard the equipment?)
- d. If this is a purchase of technology-related equipment, how have you assessed the need for this technology?
- e. What plans have you made for eventual replacement of this equipment?
- f. If this equipment is actually replacing old equipment due to wear, loss, or obsolescence, describe the equipment that is being replaced? How old is it? Why does it require replacements? How will the old equipment be disposed of?

If this will be new equipment purchased, have you researched alternatives to purchase, such as leasing, outsourcing, or sharing with another organization? Why do you believe that purchasing is cost effective?

## **3. Endowment**

- a. What are the uses of the funds that you seek? Will they be restricted or unrestricted?
- b. What was the market value of the endowment for the last (3) years? Please break out by restricted, non-restricted and total.
- c. Detail the payout for those (3) years and attach a copy of your spending policy.
- d. Who manages the investments? Is the Manager overseen by a Board or volunteer committee?
- e. Does this Manager have any association with your organization (other than professional?)
- f. What has been your time weighted total rate or return for each of the last (5) years, (3) years, (1) year? Please state the beginning and ending dates of the time periods.
- g. Please attach a copy of the organization's Investment Policy Statement.

## **II. ORGANIZATION BUDGET**

1. Organization's current and prior year operating budget, including expenses and revenue; list of sources of revenue received and those pending, including in-kind.

## **III. ADDITIONAL REQUIRED ATTACHMENTS**

1. The latest audited financial statement of the organization, or a statement that there is none, giving the reason why.
2. Your latest IRS Form 990.
3. Your tax-exempt letter from the IRS
4. A list of your Board of Directors and their principal affiliations. Please include criteria for board selection.
5. One-paragraph resumes of key organizational staff including key project/program staff.