

# THE MORRIS & GWENDOLYN CAFRTZ FOUNDATION

## Capital Project Narrative

The Foundation does not generally fund capital campaigns, endowments or multi-year grants. However, **if you have spoken with a Cafritz Foundation staff member and have been advised to submit a capital project application**, please use the application below.

1. Describe the need that this project addresses.
2. Describe the uses and/or activities that will be carried out in the proposed facility and explain how they will differ from and/or expand upon those carried out in the organization's existing facilities.
3. Describe the demand for the project in the location you selected, including results of market studies or surveys. If there are other organizations doing similar work in the same community, explain how your activities differ.
4. Identify essential support services that affect the viability of the project, such as transportation and other community services.
5. Provide information about site control, including the form it will take (ownership, long-term lease, etc.). Describe where you are in the process of establishing such control.
6. Identify any regulatory approvals that are needed for the project and describe where you are in the process of obtaining those approvals.
7. Describe the efforts that you have undertaken to obtain community support for the project and the results of those efforts to date.
8. Identify the staff members and/or consultants who are managing the development process and describe their experience in managing similar projects.
9. Identify any partners working with you on the project. Describe their roles, how they were selected and why you chose to work with them.
10. Describe your plans for funding the project in addition to this request. Describe your efforts and the results of those efforts to date.

11. What is the timeline for the project? Include key milestones, such as site control, closing on loans or other financing, zoning and/or other necessary regulatory approvals, permitting, construction start date, completion of construction and occupancy.

### **Capital Project Attachments**

*Applicants are required to submit attachments as PDF files. For instructions on how to convert Word documents or Excel spreadsheets to PDF files, click here ([ATTACH LINK TO INSTRUCTIONS](#)).*

- Project budget: Full project budget, including all soft and hard costs and sources of funding/financing. Indicate if sources are pending or committed, and the anticipated date(s) for receipt of funds.
- Pro forma: An itemized pro forma indicating the long-term sustainability of the project, including revenue, debt service requirements and operating expenses. If relying on operating subsidies, indicate if funds have been committed.
- Project timeline: Include key milestones including site control, closing on loans or other financing, zoning and/or other necessary regulatory approvals, permitting, construction and occupancy deadlines.
- Letters of support from relevant community organizations, government and the Advisory Neighborhood Commission (ANC).
- Resumes: Resumes of staff members and/or consultants who are managing the development process.
- Partners: List and description of partners working with you on the project.
- Plans and Drawings: When available, submit by mail; do not submit electronically.
- Evidence of Site Control: When available, submit by mail; do not submit electronically.
- Market Studies/Surveys: When available, submit by mail; do not submit electronically.