

**Capital Grant Application Template**

**KZCF grants must be completed online in one session,** you will not be able to save and return to the Online Grant Application. There is no application portal and no need to create an account.Please note that a session will time out after 12 hours.

This document is intended to provide potential applicants with a list of the questions and fields in the application. **Please note that the online application uses conditional logic, so you will only see some of the questions on this list and they may be in a slightly different order.**

We recommend that you first enter the information into a document you can save on your computer, then copy and paste into the online form when you are ready to submit.

We will focus our attention on the information you provide, we do not require perfect grammar and punctuation. **In the online application, please enter numbers only in number or dollar amount fields; text or symbols will cause an error.**

You will receive a copy of your grant request in a confirmation email shortly after it has been submitted. If you do not receive a confirmation email within 30 minutes, please reach out to ci@kzcf.org.

**We strongly encourage grant seekers to review the** [**Grant Guide**](https://kzcf.org/wp-content/uploads/2025/03/KZCF_GrantMakingGuide_Final.pdf) **prior to submitting a request.**

**Eligibility Questions**

* Will your proposal benefit Kalamazoo County Residents? Yes/No
* Type of Organization (Multiple Choice Response)
* Questions for Public Entities Only:
	+ Please specify which department will manage the work and provide contact information for those directly responsible for managing the work proposed.
	+ How would KZCF funds complement, enhance or make new work possible? Are there other funding sources that will be utilized alongside any funds granted?
* Questions for Faith Based/Religious Organizations Only:
	+ Does your organization ensure that programming is inclusive and accessible to community residents of other beliefs and identities?
	+ Are community members seeking services through your organization required to participate in any religious activities?
	+ Are the faith-based principles of your organization integrated into the design and implementation of your operations? (i.e. hiring, board recruitment, funding sources, etc.)
* Please select the type of grant you would like to apply for. Review our grant guide for more information about which grant type is best for your request.
	+ Capital Grant

**Organization Information**

* Organization Name, Address, City, State, Zip Code
* Executive Director Name, Email Address, and Phone number
* Does your organization have more than one Executive Director?
	+ If Yes, Co-Executive Director Name, Email, Phone
* If a grant is awarded, who will sign the grant agreement?
	+ Executive Director and/or Co-Executive Director
* If the Primary Grant Contact is different than the Executive Director or the Co-Executive Director: Name, Title, Email, Phone
* What year was your organization founded?
* What is your organization's mission statement?
* What is your organization's annual operating budget?
* Upload current year organizational budget (pdf, word, excel files)
	+ Please use this [Budget Template](https://docs.google.com/spreadsheets/d/1smMmSKgo-hIz4LLPQ4s_tuM4PNu0Yppn/copy?gid=633610581#gid=633610581) as a guide.
	+ for Public Entities only, submit a program budget instead of an organization budget.
* Does your organization receive state or federal government funding? If yes, what percent of your operating budget was state or federal funding last year?
* If your organization has completed a financial audit in the last 2 years, were there any findings? Yes/No/We did not complete audit in last 2 years.
	+ If yes, please provide us with a summary of the findings and any changes that have been made related to the findings.
* How are your organization's financials currently managed? i.e. If internal staff manage finances, identify their titles. Or if an external partner (such as an accounting firm or contracted bookkeeper) manages them, provide a high-level summary of who and their key role.
* Has your organization had any significant leadership changes in the last year? Yes or No
	+ If yes, please provide us with details about the change.
* Is your board of directors in good standing:
	+ Does it have more than 3 members, a majority of which are not related to the Executive Director/CEO? Yes or No
	+ Does it have board approved bylaws governing its function? Yes or No
	+ Does your board regularly review and approve organizational financials? Yes or No
	+ Are the members of your Board of Directors publicly available on your website or Candid Profile? Yes or No
		- If you answered no to any of these questions, please detail any plans to get the board in good standing.

**Grant Information**

**KZCF Priorities**

We believe that Kalamazoo County thrives **WHEN**:

**Wealth** is attainable; people have the resources to meet their needs and invest in their future

**Housing** is affordable, safe and available

**Education** is accessible and learners are supported

**Neighborhoods** are vibrant; health, safety and social connections are nurtured

For more information, please review our [**Grant Guide**](https://kzcf.org/wp-content/uploads/2025/03/KZCF_GrantMakingGuide_Final.pdf)

* Please select the WHEN priority that is most aligned with your work. We understand that your work may align with several, please select the most aligned.
* Project Title
* Provide a brief description of the capital campaign project including the purpose, goals, and how this aligns with your organization’s mission. (suggested word count of no more than 400)
* Amount Requested from this Grant
* Indicate the total amount needed for full project
* We will ask you to upload a Capital Grant Project Budget (we do not have a required template; please use the budget you currently have that shows expenses and revenue).
* Project Timeline: Estimated Start Date (mm-dd-yyyy)
* Project Timeline: Estimated Completion Date (mm-dd-yyyy)
* If applicable, please indicate the street address or description of the project site.
* Briefly explain how the project will be maintained and funded long-term after the capital campaign is complete. (suggested word count of 250)
* Describe your organization’s overall fundraising strategy for the capital campaign. Include any plans for matching funds, major donors, or other grant requests. (suggested word count of 250)

***Definition: Racial equity strategies*** *are concrete strategies that prioritize the needs, voices, and strengths of individuals and communities most impacted by systemic racism. This definition is expanded to include the intersectionality of multiple oppressed identities such as LGBTQ+, disabled, and/or immigrant and refugee individuals and communities. These strategies can be reflected in program design, outreach, implementation, evaluation, organizational values, strategic plan, and leadership. Examples of these strategies could be targeted outreach, curriculum adaptations, language adaptations.*

* What racial equity strategies does your organization use to ensure services are accessible and relevant to Black, Indigenous and other People of Color, including folks with multiple oppressed identities? (suggested word count of 400)
* Briefly describe the anticipated impact of this project on your organization and the community. Include any measurable outcomes. (suggested word count of 400)
* Please list any partnerships or collaborations with other organizations related to this project.