Traditional Application Questions

Please note that The Champlin Foundation has transitioned to an online grant application and this packet is not intended to be filled out and submitted. The below pages outline what questions you can expect to see once the 2020 application is open online. Also note that these questions relate to traditional grant requests only. Requests for traditional public schools, houses of worship, and camperships will have shorter, more targeted applications to complete. If you have any questions or are unsure which application your organization will use, please contact Heather Fraser at 401-944-9200 x115 or hfraser@champlinfoundation.org.

Here are a few FAQs that will help you understand the formatting of this document:

1. **What does the red asterisk* mean?**
   This indicates that the question will be required.

2. **What does the number in parenthesis mean?**
   This indicates that the online system has a character count that you must stay within. Characters include letters, symbols, punctuation and spaces. There is an automatic counter that will let you know how many characters you have left.

3. **What does it mean if a section is shaded in grey?**
   Sections shaded in grey are not visible to all applicants and only appear when you answer a question that corresponds to this application section. At first glance, this application seems long, but understand that many of the questions will not be relevant to your specific request.

4. **What do the various bullet types mean?**
   - ○ Indicates a radio button, meaning you can only choose one answer
   - □ Indicates a check box list, meaning you can have multiple selections
   - ▼ Indicates a dropdown list

5. **What does the red superscriptB mean?**
   This indicates that the question is branched. Choosing one of these answers unlocks additional questions later in the application.

Organization Summary

**Organization's Full Legal Name**
*Note that if a grant is awarded, this is the name that will appear on the check.*

**Organization Aliases** (500)
*List any other names the organization is known by, including dba’s and parent companies.*

**Mission Statement**
*Note that this pertains to the organization's mission and not the specific request.*
- Animal Welfare
- Arts & Culture
- Conservation & Parks
- Education
- Healthcare
- Historic Preservation
- Libraries
If you answered ‘other’ above, please state how you would categorize your organization.

Number of Paid Full-Time Staff  
*If applicable.*

Number of Paid Part-Time Staff  
*If applicable.*

Has the organization been in operation for at least 3-years?*  
- Yes  
- No

Is your organization working with a fiscal sponsor?*  
- Yes  
- No

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**Fiscal Sponsor Information**

*This section will only be visible if your organization is using a fiscal sponsor.*

Please note that the Foundation rarely accepts applications from fiscal sponsors. If your organization does not have its own exemption, please read the Fiscal Sponsorship Policy on The Champlin Foundation website before moving forward.

Fiscal Sponsor Name*

Fiscal Sponsor Tax ID*

Name of Fiscal Sponsor Contact Person*

Telephone Number for Fiscal Sponsor Contact Person*

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**Board Summary**

Number of Board Members*

Board Makeup* (500)  
*Briefly discuss the makeup of your board. Include any information you find relevant such as requirements, demographics, expertise, alumni governing, etc.*

Board Development* (1,000)  
*Is there an intentional board development practice (retreats, board assessment, etc.) Please explain.*

Board Giving Policy*  
*Do you have a stated policy that expects all Board Members to make a personal financial contribution, whether it is a defined amount or an amount meaningful to the Member?*  
- Yes  
- No
Board Contributions*
Beyond contributing time and talent to the organization, what percentage of the board made monetary contributions in the last fiscal year? Please note that percentage is in decimal form so 100% should be represented as 1.00, 50% should be represented as 0.50, and so on.

Board Giving Exceptions (500)
If any of your board do not make a monetary contribution, please help us understand why.

Financials

Are you current with your annual report filing with the Secretary of State?*
If you don’t know, you may check your organization’s status here.
  o Yes
  o No
  o N/A

Is your license with the Department of Business Regulation current?*
If you don’t know, you may check your organization’s status here.
  o Yes
  o No
  o N/A

Do you currently have unspent funds from previous Champlain grants?**
  o Yes
  o No

When does your current fiscal year end?*

Organization Budget (5MiB)
Please upload your organization’s budget for the current year.

Audited Financials (5MiB)
The State requires an annual audit for organizations with total receipts of $500,000 or more. Please upload your organization’s most recent audited financials and management letter, if required.

What is the total dollar amount of your organization’s budget for the current year?*

Do you anticipate ending the fiscal year with a deficit or surplus?*
  o Deficit
  o Surplus
  o Break Even

How many months of cash reserves do you have on hand?*

Does your organization have access to a line of credit?*
  o Yes
  o No

What was your organization’s total debt as of the close of the last fiscal year?*

Which of the following does your organization have?*
Check all that apply.
What was the total amount of these endowments and reserves as of the close of the last fiscal year?

Do you have an annual appeal or established fundraising program?*
  o Yes
  o No

Do you budget annually for capital expenses?*
  o Yes
  o No

Financial Notes (1,000)
Optional. Please use this section if you have anything additional you would like us to know about the above financial information.

Unspent Funds Detail
This section will only be visible if your organization has unspent funds from a prior Champlin grant.

What is the total balance of unspent funds from Champlin grants?*

Unspent Funds Detail
Explain the reason for any unspent funds from grants awarded prior to 2019 and indicate the plan for how and when the funds will be used. If the only unspent funds are from a grant awarded in 2019, you may skip this question.

Project Information

Amount of Grant Request*
Total grant amount you are requesting from Champlin.

Project Name*
A brief title for your project, such as:
- Vehicle Purchase
- Emergency Room Renovations
- HVAC System
- New Roof and Exterior Painting
- Purchase of Student Chromebooks

Project Description* (5,000)
Please provide a concise description of the items/projects for which you are requesting support for. If more than one, list in order of priority for funding. In the course of describing the project please let us know why you are undertaking this project now, how the project fits in with your current priorities, and how potential funding from The Champlin Foundation would be used.

In what county will this project take place/equipment be used?*
  o Bristol County
  o Kent County
☐ Newport County
☐ Providence County
☐ Washington County
☐ Statewide
☐ Outside of Rhode Island

**Type of Request**
*Check all that apply. Please visit The Champlin Foundation for a complete understanding of what projects we fund.*
☐ Building - New Construction or Additions
☐ Building - Repairs®
☐ Building - Upgrades®
☐ Property Improvements® (ex: parking lots, fencing, landscaping)
☐ Equipment - Mechanical (ex: HVAC units, ventilation systems, water tanks)
☐ Equipment - Technological (ex: computers, platform development, building security systems)
☐ Equipment - Vehicles®
☐ Equipment - Other
☐ Real Estate Acquisition®
☐ Debt Reduction (preferably on a project previously funded by The Champlin Foundation)
☐ Other

If you answered 'other' in the question above, please explain.

**Total Project Cost**

**Project Budget** (2MiB)
*Upload your project budget here.*

**Project Timeline** (1,000)
*If successful in obtaining this grant, explain what the projected timeline is in which the funds will be spent, understanding that checks will be distributed in December and Champlin hopes all grant funds will be expended within 12-months of check receipt. If Champlin funds are going towards one element of a larger project, also outline the full timeline for the entire project.*

**Project Quotes and Estimates** (5MiB)
*Upload any quotes or estimates that help support your request. The Foundation prefers to support "shovel-ready" work so applications are strengthened by including actual contractor/vendor estimates and bids. Though architects’ quotes are helpful, we hope to see actual contractor estimates whenever possible.*

Will any Federal, State or Municipal permits/approvals be required?*
- Yes
- No

If yes, please explain where that permitting process currently stands. (500)

How much have you raised for this project to date?*

**Additional Sources of Funding** (1,000)
*List all other sources of funding that have been secured or are being pursued for this project.*

Is the Board contributing to this project?*
- Yes
- No

Is this project part of a larger capital campaign?®
Is there anything else regarding this project request that we should know?
Optional.

Capital Campaign Summary
This section will only be visible if your organization is requesting a grant for a project that is a part of a capital campaign.

What is the overall campaign goal?*

How much of that overall goal has been raised to date – in hand?*

How much of that overall goal has been raised to date – in pledges?*

Is there a stand-alone capital campaign committee/leadership on the Board?*
  o Yes
  o No

Education
This section will only be visible if your area of focus is education.

Education Level*
Check all that apply.
  o Middle School/Junior High School
  o High School
  o Higher Education
  o Workforce Education
  o Other

Type of School*
  o Traditional Private/Independent
  o Public Charter
  o Parochial
  o Higher Education
  o Other/Not a School

What percentage of your student body is receiving tuition assistance?
Please answer this if you are a traditional private school or a parochial school.

Healthcare
This section will only be visible if your area of focus is healthcare.

Is your facility part of a health system?*
  o Yes
  o No

If you answered 'yes' to the question above, please tell us which one?
Historic Preservation
This section will only be visible if your area of focus is historic preservation.

Describe the public usage and public benefit of this building and its historical significance. (1,500)*

Real Estate Acquisition
This section will only be visible if you are requesting a grant for real estate acquisition.

Certified Appraisal (5MiB)
Upload the certified appraisal of this building/property, if applicable

Do you have a signed Purchase & Sale agreement or other binding agreement with the seller?*
  ○ Yes
  ○ No

If you are financing any of the purchase, do you have a loan approved from the lender?*
  ○ Yes
  ○ No

Has an independent assessment of the property been performed to assess current conditions?*
  ○ Yes
  ○ No

Does the property require any state or municipal approvals prior to being put in service?*
  ○ Yes
  ○ No

If applicable, explain the near-term improvements that will be needed at this property. (1,000)
Include any available information on estimated costs and how the organization plans to fund the improvements.

Will you have a facilities maintenance fund?*
  ○ Yes
  ○ No

Have you projected out the 5-year carrying costs for this purchase?*
  ○ Yes
  ○ No

Do you have a facility/building committee of the board?*
  ○ Yes
  ○ No

Debt Disclosure (1,000)
Are you incurring debt and, if so, how much? What is the debt capacity your board has approved?

Alignment with Strategic Planning (1,000)
Does this acquisition align with your board approved strategic planning and how long has the plan to acquire the real estate been in the works? Explain.
Repairs/Upgrades/Improvements
This section will only be visible if you are requesting a grant for repairs, upgrades and/or improvements.

Has an inspector/government entity cited the organization for deficiencies related to this request?*
  o Yes
  o No

If you answered 'yes' to the question above, please explain. (500)

If funded, would this repair/upgrade comprehensively address the need?*
  o Yes
  o No

Do you own or lease your building/space?*
  o Own
  o Lease

If a rental, what is your current lease term?

Does the lease provide for an automatic renewal term?*
  o Yes
  o No

Are the proposed improvement costs your responsibility and not those of the landlord?*
  o Yes
  o No

Do the proposed improvements require landlord permission under the terms of the lease?*
  o Yes
  o No

Vehicle
This section will only be visible if you are requesting a grant for a vehicle(s).

Is this a replacement vehicle or an addition to the vehicles you already own?*
  o Replacement
  o Addition
  o This would be my organization's first vehicle

If it is a replacement, please explain why it needs to be replaced. (500)

If it is an addition, how many other vehicles does your organization currently own?

How have you funded the purchase of vehicles in the past?* (500)

Usage and Storage* (1,000)
Describe how this vehicle will be used, where it will be stored, who will be the primary driver(s), and what special licenses they need to have, if any.

Are there regulatory requirements related to your transporting people and, if so, what are they?* (500)
Have you projected out the 3-year carrying costs for this vehicle?*
  o Yes
  o No

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**Site Visit Information**

Should The Champlin Foundation request a site visit, please provide the address where the visit should take place. Please note that not all applications require site visits. A member of the Champlin Foundation team will reach out to schedule a visit if needed.

**Site Visit Street Address**

**Site Visit City**

**Site Visit Details** (1,000)

*Please provide any relevant site visit information, including parking or entrance instructions.*