



Lilly Endowment Inc.

A Private Philanthropic Foundation

SUMMER YOUTH PROGRAM FUND 2020

CAPITAL PROJECT AND EQUIPMENT GRANT REQUEST

GUIDELINES

In connection with the 2020 Summer Youth Program Fund, Lilly Endowment is making special grants available for modest capital projects and equipment. The Endowment expects to award 25 to 30 such grants of up to \$30,000 each. Only projects that can demonstrate that the quality of the summer program experience of Marion County youth will be significantly enhanced can be considered for funding. Please consider the following in preparing your application:

Who is eligible?

Summer Youth Program Fund grantees are eligible to apply for both program operations and capital project and equipment grants. A Summer Youth Program Fund (SYPF) applicant must meet the following criteria to qualify for a capital project and equipment grant. Your organization must:

- have received an SYPF program grant in two out of the last three years (2017, 2018 and/or 2019);
- apply for, **and receive**, a program grant in 2020; and
- have submitted **all SYPF program and prior capital project and equipment grant reports** in a timely manner.

What are acceptable projects?

Acceptable projects may include but are not limited to one or more of the following: playground or safety equipment, computer equipment, vans, wiring for Internet access, books, musical instruments, minor building and grounds improvements, e.g., kitchen and room renovations, and security fences for cooling equipment.

Application process

For 2020, organizations interested in a capital project and equipment grant should complete the online application containing the required elements as set forth in these guidelines, including scanning and attaching copies of all written estimates or purchase orders from third-party vendors for the proposed project. The application is available online at <http://www.summeryouthprogramfund-indy.org>. This submission should be emailed to Lilly Endowment at sypfcapital@lei.org no later than **12:00 noon, October 14, 2019**.

Criteria for awarding grants

Proposals should:

- demonstrate that, if the proposed project is completed, young people will receive better services, have improved safety, health and welfare at the program site, and/or have opportunities for new experiences such as field trips
- reflect project cost estimates that are reasonable and within the scope of the capital project and equipment grants program and the operations and overall capacity of the organization
- show that the proposed project is consistent with the mission of the organization and its summer program
- demonstrate that any proposed curriculum, equipment and/or facility improvements to support academic enrichment are supported by appropriate staffing levels and qualifications to implement effective summer learning activities



Organizational Overview

Date: _____
Legal name: _____
DBA: _____
EIN: _____
Street Address 1: _____
Street Address 2: _____
City: _____
State/Province: _____
Zip/Postal: _____

Applicant Information

Contact person prefix: _____
Contact person first name: _____
Contact person middle initial: _____
Contact person last name: _____
Contact person suffix: _____
Contact person title: _____
Contact person telephone: _____
Contact person e-mail address: _____

Executive director prefix: _____
Executive director first name: _____
Executive director middle initial: _____
Executive director last name: _____
Executive director suffix: _____

Board chair prefix: _____
Board chair first name: _____
Board chair middle initial: _____
Board chair last name: _____
Board chair suffix: _____

Project Information

Grant amount requested:

Projected total project budget:

Projected number of youth
served by your summer
program (from 2020 SYPF
operating grant application):

Brief project description
(250 character limit):

Completed proposals must be received by Lilly Endowment at sypfcapital@lei.org no later than 12:00 noon, October 14, 2019.

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NARRATIVE

Please provide the information requested below, plus any appropriate attachments.

1. Please provide a brief description of the project for which your organization is requesting funding. Be specific.

2. If your organization is a United Way of Central Indiana agency, the Endowment requests that you first discuss your need with Gary Woodworth at United Way (317-921-1282) to see if you would qualify for access to United Way's Facility Maintenance or Capital Projects funds. If after doing this you still want to submit an application for a Capital Grant from Lilly Endowment, please describe the outcome of the discussion with United Way. *Please note this does not apply to applications for computer technology or a vehicle purchase.*

3. Please describe the target population of children and youth who will be served better if the proposed project is completed.

4. Please explain how this project will benefit the children in your summer youth program, e.g., will be able to serve (x percent) more children; reduce operating expenses by (x percent); improve technology access and/or academic enrichment, etc. Identify any programs or services that will be offered that otherwise would not be available to the children in your summer program.

5. Please explain how the project will benefit your year-round program (if applicable).

6. Please provide a budget for the total project on the budget form below. Scanned copies of written estimates or proposed purchase orders from third parties/vendors, etc., should be attached. When contacting vendors, please make sure they understand that final grant decisions will not be announced until early February. If the total cost of your project exceeds \$30,000, please list other committed funding sources on the budget form where noted. (The Endowment does not envision providing partial support toward projects whose total costs exceed \$50,000. It also does not contemplate providing grants under this special program in amounts of less than \$1,000.)

7. If your proposed project is a vehicle purchase (van, bus, etc.), please describe your process in deciding to purchase rather than rent/lease a vehicle, taking into account maintenance, insurance and other cost comparisons. Please specify how you will comply with state and federal guidelines/regulations related to vehicle size, passenger safety and driver training/certification. If you are purchasing computers that will be used by children/youth, how will you monitor their use and ensure appropriate Internet security and how will you secure this equipment to prevent theft?

8. Please describe how you will maintain the proposed vehicle, equipment or capital improvement if it is funded. For example, does the agency have an equipment or facility maintenance fund? If appropriate, will a maintenance contract be purchased?

9. Please provide a realistic timeline for conducting your project.

10. Who will be responsible for the project's management or implementation? (Please provide name, title and telephone number.)

11. Please describe how you will demonstrate the impact of this grant on your organization. What methods will you use to evaluate its impact?

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BUDGET INSTRUCTIONS

Please itemize as appropriate the various costs associated with your project in accordance with the budget form below. Please scan and attach estimates/proposed purchase orders from contractors, vendors, and so forth.

Sample Budget

Item	Number of items (if applicable)	Unit Cost	Total Project Cost	Lilly Endowment Grant Cost
Computers	25	\$500	\$12,500	\$5,000
Wiring for Internet	1	10,000	10,000	5,000
Parking lot	1	15,000	15,000	5,000
Playground equipment	1	12,000	12,000	5,000
Total project cost			62,500	
Other committed funding*			29,500	
Lilly Endowment grant request				20,000

***Other committed funding:** \$10,000 committed by XYZ foundation; \$19,500 committed from organization's capital budget.

