



Lilly Endowment Inc.

A Private Philanthropic Foundation

## INDY SUMMER YOUTH PROGRAMS 2021

### CAPITAL PROJECT AND EQUIPMENT GRANT REQUEST

#### GUIDELINES

In connection with the 2021 Indy Summer Youth Programs (ISYP) supported by the Summer Youth Program Fund (SYPF), 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?

ISYP grantees are eligible to apply for both program operations and capital project and equipment grants. An ISYP applicant must meet the following criteria to qualify for a capital project and equipment grant. Your organization must:

- have received a ISYP/SYPF program grant in two out of the last three years (2018, 2019 and/or 2020);
- apply for, **and receive**, a program grant in 2021; and
- have submitted **all ISYP/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. Please do not include consumable items, such as copier paper, toner or, in the case of a vehicle, extended maintenance warranties, insurance or gasoline expenses. Vehicle registration and documentation fees are allowed.

#### Application process

For 2021, 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 copies of all written estimates or purchase orders from third-party vendors for the proposed project. The application is available online at <http://indysummeryouthprograms.org/for-grantees/applications/>. This submission should be emailed to Lilly Endowment at [isypcapital@lei.org](mailto:isypcapital@lei.org) no later than **12:00 noon, October 26, 2020**.

#### 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, etc.
- 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

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**Date:** \_\_\_\_\_

**Legal name:** \_\_\_\_\_

**DBA:** \_\_\_\_\_

**EIN:** \_\_\_\_\_

**Street Address 1:** \_\_\_\_\_

**Street Address 2:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State/Province:** \_\_\_\_\_

**Zip/Postal:** \_\_\_\_\_

## Applicant Information

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**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**

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**Grant request:** \_\_\_\_\_

**Projected total project budget:** \_\_\_\_\_

**Projected number of youth served by your summer program (from 2021 ISYP operating grant application):** \_\_\_\_\_

**Brief project description:** \_\_\_\_\_

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Completed proposals must be received by Lilly Endowment at [isypcapital@lei.org](mailto:isypcapital@lei.org) no later than 12:00 noon, October 26, 2020.

**CAPITAL PROJECT AND  
EQUIPMENT GRANT REQUEST**

**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 legacy organization, 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 speaking with Gary 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 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 time line 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?



**CAPITAL PROJECT AND  
EQUIPMENT REQUEST  
BUDGET INSTRUCTIONS**

Please itemize as appropriate the various costs associated with your project in accordance with the budget form below. Please attach estimates/proposed purchase orders from contractors, vendors, and so forth. If your project is a vehicle purchase, do not include costs for extended maintenance warranties, insurance or fuel.

**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	-	10,000	10,000	5,000
Parking lot	-	15,000	15,000	5,000
Playground equipment	-	12,000	12,000	5,000
<b>Total project cost</b>			62,500	
<b>Other committed funding*</b>			29,500	
<b>Lilly Endowment grant request</b>				20,000

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

**Budget Form**

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**PROJECT:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

<b>Item</b>	<b>Number of items (if applicable)</b>	<b>Unit Cost</b>	<b>Total Project Cost</b>	<b>Lilly Endowment Grant Cost</b>
<b>Total project cost</b>				
<b>Other committed funding* (please explain below)</b>				
<b>Lilly Endowment grant request</b>				

**\*Other committed funding:**

**PLEASE MAKE SURE SCANNED COPIES OF ALL INVOICES/ESTIMATES ARE INCLUDED WITH YOUR SUBMISSION.**

**If the Budget Form space above is not enough, include an attachment with full accounting instead of using the table above.**

**If this project exceeds \$30,000, please provide a list of sources of committed funding. Retain documentation for these sources of funding in your files. Lilly Endowment reserves the right to request copies of such documentation.**