

## **Guidelines & Criteria for Capital Fund Requests**

Definition: Capital Grants include funding requests associated with equipment or the construction of any building or edifice, or construction remodeling costs of any building or edifice.

### **Capital Fund Request Criteria**

- Request may only be submitted by any single organization one time in five years:
- Capital Requests are submitted as a separate request with questions specific to capital requests, including project budget. This request is separate from any project or program fund requests.
- Completion of an assessment demonstrating the linkage between the capital project and community need.
- A strong balance sheet, a reserve, a history of annual net revenues and an analysis on the financial impact of the project on the organization over time.
- Management with experience raising individual donations
- Stable and experienced management and Board
- Board members willing to contribute toward the initiation of a capital project.
- Prior to requesting Capital funds, applicants should be able to detail elements of their capital campaign.
- Applicants for capital requests must discuss a potential request for Capital funds with DCCMHB staff prior to submitting a request.

### **Capital Requests**

All Capital Funds Request submissions must include the following information:

- Request/Project purpose
- Project Need
- Project Timeline including Project start and completion dates, external factors that affect the timeline and dates for major milestones.
- Describe the Fundraising Plan
- Total Capital Budget
- Amount Committed/Raised to Date
- Amount requested from the DCCMHB

All Capital Fund Requests must be discussed with DeKalb County Community Mental Health Board staff prior to submission of request.