Quad Cities Contributors Council: Strategic Campaign Review Process

Quad Cities Community Foundation Grants

Quad Cities Contributors Council - Strategic Campaign Review Process
Application Form
Welcome to the Quad Cities Contributors Council strategic campaign review process. The members of the Contributors Council thank you for taking the time to engage in this collaborative process to ensure that strategic campaigns in the Quad Cities have the best chance of succeeding and supporting our shared community.

Now that you have completed the Pre-Application Form, met with a Contributors Council member, and have advanced further in preparing for your campaign, you have more information to provide in the campaign review process, via this Application Form. If there are any areas for which you still do not have detailed answers, please provide whatever information and context you have.

We are always available to see you through this process. If you have any questions, please contact Whitney Smith at 563-326-2840 or whitneysmith@qccommunityfoundation.org.

<u>Instructions</u>

- This form is designed to be as flexible as possible based on the information you have available at this point in your campaign planning process.

- Answers you provided in your Pre-Application will sync to this form. You may edit them in any way, or leave them as is.

- If the answer to a question is contained in a planning document that you attach - for example a feasibility study, campaign case statement, or strategic plan summary, you may skip that question. If the question type allows, please enter, "See [document name]."

- We have tried to leave plenty of characters in the answer fields - but please do not feel like you have to fill up all the possible space! Just write as much as it takes you to answer the question to your satisfaction.

Project Name*
Character Limit: 100

Organization Information

Mission Statement

If present in Candid, mission statement will sync into the form. You may edit your answer.

Character Limit: 10000

Year Founded

If present in Candid, year founded will sync into to the form. You may edit your answer.

Character Limit: 250

Organization Impact Area

While your organization may address multiple impact areas for our community, please select the one most relevant to your organization, or the strategic campaign.

Choices

AA: Arts, Culture And Museums
AS: Aging Services
BB: Education & Research
CC: Health
CF: Children & Family Services
DD: Community Improvement & Development
EA: Environment & Animal Welfare
EE: Childcare
GI: Global Impact
HS: Human Services
PV: Philanthropy & Voluntarism
RR: Religion And Spiritual Development
WF: Workforce Development
YD: Youth Development

NTEE Codes(list)

If present in Candid, NTEE codes will sync into the form. This is an internal question visible only to staff, for help coding our range of applications.

Character Limit: 10000

Organization Description

Some of our QCCC members may know your organization well, and some may be introduced to it for the first time through this process. Please help us get to know your organization with an overview, including its **major services**, **where you provide them**, and the **people you serve**.

Character Limit: 6000

Percentage in QCA

Approximately what percentage of your organization's services are provided in the Quad Cities area (Rock Island and/or Scott Counties)?

Character Limit: 3

Organization History

Please provide a brief history of your organization, emphasizing major events and achievements in the last three years, especially those that relate to the reasons for your proposed campaign.

Character Limit: 6000

QCA Service Area

In which Quad Cities area counties does your organization provide services?

Choices

Rock Island County
Scott County
Both QCA Counties

Other Service Area

In which other area counties does your organization provide services? Please select all that apply.

Choices

Clinton
Cedar
Muscatine
Henry
Mercer
Whiteside
Other

Current Strategic Plan (Optional)

If available, please attach any external-facing document describing your organization's current strategic plan.

File Size Limit: 10 MB

Organization Financial Information

Organization Annual Budget (Expense)

In your current fiscal year, what is the annual budget (expense) of your organization?

Character Limit: 20

Organization Financial History - Summary Table

Please enter the revenue and expense for your last three completed fiscal years. The table will auto-calculate the surplus or deficit.
If helpful, you can add brief comments in the table. You can also expand on this information in your budget narrative.

	Fiscal Year - Most Recent (1)	Fiscal Year - 2 years ago	Fiscal Year - 3 years ago
Fiscal Year			
Revenue (please enter commas and decimal points)			
Expense (please enter as a negative using "minus" sign, and use commas and decimal points)			
Net Surplus / Deficit			
Comments (Optional)			

Organization Budget Narrative

Please briefly summarize the main sources of support for your organization (ex. "25% government grants, 50% non-government grants, 25% individual donations"), and any particular financial strengths or challenges your organization is currently experiencing - especially as they relate to the need for the proposed campaign.

Character Limit: 3000

Audit or Reviewed Financial Statements

Please upload OR link your most recent audit or reviewed financial statements. If you don't have an audit or reviewed financial statements, please explain why.

Character Limit: 500 | File Size Limit: 5 MB

Financial Statements

Please upload, as one document:

- Last three completed fiscal years' financial statements (P&L, Balance Sheet)
- If there are any major variances or helpful context, include it as a note or column on the relevant document.

File Size Limit: 10 MB

Organization Budget

Please upload, as one document:

- Current year's organizational budget

File Size Limit: 5 MB

Organization Personnel Information

Contact Person for QCCC Process

If the person submitting this application is the correct contact person for the QCCC process, please enter "Same."

If different, please provide the name, title, email address, and phone number of the main person to coordinate with throughout the QCCC process.

Character Limit: 250

Number of employees (FTE)

Please list the number of paid full time employees by calculating Full Time Equivalent (FTE).

- Each full time employee counts as one (1).
- Each part time employee counts as a decimal depending on how many hours they work per week (Ex. 10 out of 40 hours = 0.25; 20 out of 40 hours = 0.50)
- If your organization has no paid staff, enter 0.

Character Limit: 20

Number of volunteers

If present in Candid, number of volunteers will sync into the form. You may edit your answer.

Character Limit: 10

Board List

Please attach your board list, including affiliation and years of service.

File Size Limit: 5 MB

Senior Staff Leadership

Please attach a document describing your senior staff leadership, including name, position, a brief bio, and any relevant campaign or project experience.

File Size Limit: 5 MB

Project Information

In this section, please tell us about the strategic initiative or project you propose to undertake, and your rationale for doing so.

If you have a document such as a draft/final case statement which answers some or all of the questions, please attach it and skip the relevant questions.

For all others, you may answer point-by-point or simply make sure that each question is answered somewhere in your narrative.

Project Narrative

- What is the project you are proposing?

- What will the future state of your organization and services be when it is complete? (e.g. changes in physical space, FTEs, clients served, services provided, outcomes)

- How will the project help your organization better meet its mission and goals? What needs will it meet for your clients? Your organization? The Quad Cities area?

- How did you identify the need, and the best way to meet it? What alternatives did you consider, and why did you select this one?

- What similar facilities or efforts exist in the Quad Cities, and how does this project fit in the network of resources available?

- What are the risks in undertaking this project, and how are you mitigating them?

- What will be the outcome for your mission and clients if this project does not take place?

Character Limit: 10000

Capital Project Narrative

If your project includes a capital component, please also describe:

- Scope of work (e.g. new build, purchased, renovation)

- Square footage, and how much additional space will be gained, if any

- Status of architectural plans, bids, building contracts, any environmental testing/clean-up needed on site

- Timeline - when will the project begin, and be completed?

Character Limit: 6000

Other Project Document(s)

Please describe and upload any documents that help explain the project or the need for it (eg. media stories, pictures, plans).

Character Limit: 1000 | File Size Limit: 10 MB

Project Financial Narrative

- How will the project affect your ongoing program and operating expenses, like staffing, maintenance, utilities? If they will increase, how do you plan to meet those ongoing increased expenses?

- Will interim financing be needed? What sources are you considering to secure this financing, and what terms are available?

Character Limit: 3000

Project Budget

File Size Limit: 5 MB

Financial Projections

Please attach, as one document, projections of organizational revenues and expenses for the next three years after the project is complete.

File Size Limit: 5 MB

Campaign Information

Campaign Type

What type of campaign are you proposing? Please select all elements that you'll be planning to raise funds for.

Choices
Capital
Endowment
Strategic Initiative
Program/Operations Bridge
Other

Campaign Goal - Application

What do you anticipate will be the fundraising goal of this campaign?

Character Limit: 20

Campaign Commitments

What funds are currently committed to the campaign?

Character Limit: 20

Estimated Campaign Timeline

When do you anticipate your campaign's quiet phase and public phase will begin? What is your goal for when the campaign will be completed?
(Ex. Quiet Phase May 2026, Public Phase Early 2027, Complete Campaign Late 2027)

Character Limit: 250

In this section, please tell us about the campaign you intend to carry out.

If you have a document such as a feasibility study, draft/final case statement, fundraising pyramid, or other document which answers some or all of the questions, please attach it and skip the relevant questions.

For all others, you may answer point-by-point or simply make sure that each question is answered somewhere in your narrative.

Campaign Steps

What steps, if any, have you taken in considering, preparing for, or starting this campaign? What are your next steps? In addition to funding, what support would be helpful as you proceed?

Character Limit: 3000

Campaign Description

- Describe your approach to undertaking this campaign. What gives you confidence in the goal you have set and the approach to reaching it? What risks exist to the success of the campaign and what are you doing to mitigate them?
- Campaign leadership:
    - What will be the role of your board and key staff in the campaign?
    - Who is on your campaign committee, and what will their roles and expectations be?
    - Will you use a campaign consultant or other outside fundraising professionals? If so, who? What will their roles be?
- Campaign funding sources
    - How much of the campaign goal will be raised in the Quad Cities area?
    - What type of funding will be sought outside the Quad Cities area? Can local funds help to leverage outside funds, or vice versa?
    - What level of investment is your organization making towards the campaign, and from which sources? (e.g. reserves, operational funds, endowment, board giving)
    - How many gifts of each size will you seek to meet your goal? (fundraising pyramid)

Character Limit: 10000

Campaign Case Statement (optional)

File Size Limit: 5 MB

Feasibility Study (optional)

File Size Limit: 10 MB

Other Campaign Document

Please describe and upload any other campaign document(s) you wish to include.

Character Limit: 1000 | File Size Limit: 5 MB

Confirmation and Submission

Time Spent - Application

Approximately how many hours did it take you to complete this form? Please round to the nearest hour.

Character Limit: 4

[Instructions on what will happen next in the process after they hit Submit]