

# Quad Cities Contributors Council: Strategic Campaign Review Process

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## *Quad Cities Community Foundation Grants*

### **Quad Cities Contributors Council - Strategic Campaign Review Process**

#### **Pre-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.

Please complete this pre-application form with all the information available to you at this time about the strategic campaign your organization is considering. After submission of the Pre-Application Form, you will have the chance to meet with a Contributors Council member to discuss your project, and when you are ready, to submit more detailed information via the Application Form.

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](mailto:whitneysmith@qccommunityfoundation.org).

#### **Instructions**

- 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 the later Application form. At that time, you will be able to 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

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### Mission Statement

If you synced your answers from Candid, mission statement will sync into the form. You may edit your answer.

*Character Limit: 10000*

### Year Founded

If you synced your answers from 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 applicant synced their answers from 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*

### 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

### 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 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*

### Organization Personnel Information

#### 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

How many volunteers serve your organization annually?

If you synced your answers from Candid, number of volunteers will sync into the form. You may edit your answer.

*Character Limit: 10*

## Campaign Information

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### Campaign Type

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

Definitions:

- Capital: Purchase, build, or significantly renovate facilities or equipment.
- Endowment: Funds to be permanently invested, from which a portion will benefit the organization annually.
- Strategic Initiative: A focused, time-limited effort to advance a key goal of the organization.
- Program/Operations Bridge: Support, for a limited time, the increased costs that result from the expansion of space or services due to other aspects of the campaign.

### Choices

Capital

Endowment

Strategic Initiative

Program/Operations Bridge

Other

### Campaign Goal - Pre-Application

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

*Character Limit: 20*

### Campaign Goal Narrative - Pre-Application

Please provide a short narrative describing whatever you anticipate at this point about the sources and uses of the funds raised in the campaign. Please include percentages or rough dollar amounts as possible.

*Character Limit: 3000*

## Campaign Description

Please provide a description of your proposed project and campaign rationale, and campaign plan, to whatever extent it is developed at this time. If you have a document such as a draft case statement that addresses this, you may attach it instead of, or in addition to, answering this question.

*Character Limit: 6000*

## Campaign Description Attachment (Optional)

Please label and upload any document describing your proposed project, campaign rationale, and campaign plan.

*Character Limit: 500 | File Size Limit: 5 MB*

## 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*

## 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*

## Confirmation and Submission

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### 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*

### Time Spent - Pre-Application

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

*Character Limit: 4*

After you submit this Pre-Application Form, you will receive an automated email confirming your submission. Within three business days, you will receive an email from staff confirming that we have reviewed your pre-application form and beginning the next steps of the

Contributors Council process together.