Champions for Quality Education’s Capital Improvements Committee

2018 Capital Grant Application

CHECKLIST OF APPLICATION MATERIALS

Please be sure to submit the following mandatory materials with your application as failure to do so will result in disqualification:

- Completed Application with relevant signatures
- Two Professional Project Estimates from Aramark approved vendors
- Electronic “Before” pictures of the proposed project (JPEG preferred)
- Letter from Pastor supporting the project
- Brief overview of Advisory and/or Alumni Board (Members, Recent Board Minutes, Accomplishments, etc.) - if school has one

APPLICATIONS MUST BE RECEIVED BY END OF DAY ON FRIDAY, NOVEMBER 3, 2017
LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Please send this application and all supporting materials to:
Champions for Quality Education
1011 First Avenue, Suite 1800
New York, NY 10022
Attention: Danielle Forsythe
Forsythe@championsnyc.org
Champions for Quality Education’s Capital Improvements Committee

2018 Capital Grant Application

PURPOSE: Champions for Quality Education’s Capital Improvements Committee is committed to offering grants for emergency capital repairs in 2018. Projects given priority consideration will directly address safety concerns currently challenging the school community’s overall well-being.

GRANT SIZE: Grants of up to $40,000 per school will be awarded from the Capital Improvements Committee. If you are proposing a grant for a project exceeding this amount, you must prove that you have already secured the remaining funding. Please note that grants may be awarded for all or part of a project’s cost, as determined by the Committee.

ESTIMATES: You must obtain two professional estimates from Aramark-approved vendors. Contact Aramark to obtain a list of vendors:

   Email: Ron Angelo, angelo-ron@aramark.com
   Phone: 914-476-1058 (P); 917-617-4938 (M)

DEADLINE: All applications must be received by 5pm on Friday, November 3, 2017. Incomplete or late applications will not be considered.

Please send this application and all supporting materials to:
Champions for Quality Education
Attn: Danielle Forsythe
1011 First Avenue, Suite 1800
New York, NY 10022

Name of School: ________________________________________________

School Address: ________________________________________________

School Phone: ________________________________________________

Name of Principal: ______________________________________________

Name of Pastor: ________________________________________________

Purpose of grant (one sentence):
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
In bullet form, please list the budget (cost) for one capital project meeting the criteria stated in the 2018 GRANT GUIDELINES. You should list two costs from two separate vendors. Please be sure that the estimate includes a 20% contingency on construction costs (for filing fees, unforeseen issues, etc.). Contact Ron Angelo at Aramark at 914-476-1058 or angelo-ron@aramark.com to get the name of an approved contractor to evaluate your project. Projects must be completed prior to start of the 2018-2019 school year. Please note that all projects are subject to approval by Aramark.

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<tr>
<th>Project</th>
<th>Bid/Cost Estimate</th>
<th>Contractor/Vendor</th>
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Please attach copies of two estimates you have received (within the last four months), on contractor’s stationery, and include “before” pictures as specified in checklist.
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Please answer each of the following questions completely (you may attach additional pages if necessary):

1) Please describe the specific impact that this capital improvement project would have on the safety and well-being of students.

2) How much are you requesting from the funding organization for this project(s)?

______________________

3) Is the school or parish able to contribute any funds to this project?  YES  NO

Please explain __________________________________________________________________________________________

4) If the grant awarded does not cover 100% of the project’s cost, how do you plan to raise the remaining funds? (Please provide as much information as possible, including details of outstanding grant proposals you have submitted for this project or other funds, including matching / challenge grants, you may have received.)

5) Please list any Project YESS/Capital Improvements Committee Grants your school has received in the last four years:

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<tr>
<th>Project</th>
<th>Award Amount</th>
<th>Year of Grant</th>
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6) Who will be present to manage this project while work is being done?
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7) Please describe the most recent or most significant accomplishment at your school.

8) Briefly describe your top three short and long-term goals (six total) for your school. What progress are you making in meeting these goals?

9) About your school:

- What percentage of your students receive free or reduced lunch? __________
- What is the enrollment of your school, as of September 2017? __________
- What is the maximum enrollment for your building? __________
  *(based on 35 students per classroom or maximum allowable if less than 35)*
- What is your current average tuition charged for one student? __________
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ADDITIONAL MATERIALS REQUESTED

➢ Please include a brief letter from your Pastor indicating his support for the project(s) for which you are applying for a grant. The letter should confirm his approval of the scope of the project and the need for such capital repairs, as well as assert what funding from the school or parish is available for the project and why the school cannot fund the entire project by itself.

➢ If your school has a Patron, please include a letter of referral from him or her. The Patron should describe the history of his/her relationship with the school and describe his/her financial and personal commitment to the school. The letter should also detail whether the Patron will be contributing matching funds to the capital project or not.

➢ If your school has an Advisory Board or Alumni Board, please list the members and their affiliations, provide a copy of the most recent Board meeting minutes, a short description of the history of the Board, and the Board’s accomplishments. Include what the Board raised for your school in funding and in-kind donations and grants in FY17 and thus far in the current academic year.

__________________________________________  __________________________
Principal Signature                      Date

__________________________________________  __________________________
Pastor Signature                         Date

All applications must be received by 5pm on Friday, November 3, 2017. Incomplete or late applications will not be considered.

If you have any questions, please contact Danielle Forsythe at Champions for Quality Education at 646-794-3343 or Danielle.Forsythe@archny.org.

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