



# Indy Summer Youth Programs 2023

## Capital Project & Equipment Grant Request Guidelines

In connection with the 2023 Indy Summer Youth Programs (ISYP) supported by the Summer Youth Program Fund (SYPF), Lilly Endowment is making special grants available for modest capital equipment purchases and projects. The Endowment expects to award 25 to 30 such grants of up to \$30,000 each. Only applications that can demonstrate that the proposed capital project will significantly enhance the quality of the summer program experience of Marion County youth shall be considered for funding. Please consider the following in preparing your application:

### Who is eligible?

ISYP grantees that meet the following criteria are eligible to apply for a capital project grant. Applicants must:

- have received an ISYP/SYPF program grant in two out of the last three years (2020, 2021 and/or 2022).
- apply for, **and receive**, a program grant in 2023.
- 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. Initial vehicle registration and documentation fees are allowed.

### Application process

For 2023, 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. This submission should be emailed to Lilly Endowment at [isypcapital@lei.org](mailto:isypcapital@lei.org) no later than **noon on Friday, October 21, 2022**.

### Criteria for awarding grants

Proposals should:

- demonstrate that, if the proposed project is completed, youth participating in an ISYP program 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 equipment and/or facility improvements to support academic enrichment are supported by appropriate staffing levels and qualifications to implement effective summer learning activities.

### Capital Projects and Equipment Grant Request

In a separate Word document of no more than four pages, please provide the information requested below, plus any other appropriate attachments.

1. Please provide a description of the project for which your organization is requesting funding. Be specific.
2. If your organization is accredited by the United Way of Central Indiana, the Endowment requests that you first contact Gary Woodworth at United Way (317-921-1282) to determine if the proposed project(s) might be eligible for the United Way's Facility Maintenance, Technology 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 in the application. Please note this does not apply to applications for a vehicle purchase or other equipment not included in the above United Way funds.
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 attached budget form. 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 attach a list of other committed funding sources. (The Endowment does not envision providing partial support

toward projects with total costs exceeding \$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, describe how you will monitor their use and ensure appropriate Internet security and how you will 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 using funds not supported by a Lilly Endowment grant?
9. Please provide a realistic timeline 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 Grant Proposal Cover Sheet

## Organizational Overview:

Date of Application: \_\_\_\_\_  
Legal Name: \_\_\_\_\_  
Organization DBA: \_\_\_\_\_  
EIN: \_\_\_\_\_  
Street Address 1: \_\_\_\_\_  
Street Address 2: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Province: \_\_\_\_\_  
Zip/Postal: \_\_\_\_\_

## Applicant Information:

Contact Person Full Name: \_\_\_\_\_  
Contact Person Title: \_\_\_\_\_  
Contact Person Phone: \_\_\_\_\_  
Contact Person Email: \_\_\_\_\_  
  
Executive Director Full Name: \_\_\_\_\_  
  
Board Chair Full Name: \_\_\_\_\_

## Project Information:

Grant Request: \_\_\_\_\_  
Projected Total Project Budget: \_\_\_\_\_  
Projected Number of Youth Served by your Summer Program (from 2023 ISYP Operating Grant Application):  
\_\_\_\_\_  
Brief Project Description:

Completed proposals must be received by Lilly Endowment at [isypcapital@lei.org](mailto:isypcapital@lei.org) no later than noon on Friday, October 21, 2022.

## 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 gasoline.

### Sample Budget

Item:	Number of Items (if applicable):	Unit Cost:	Total Project Cost:	LEI Grant Cost:
Computers	25	\$500	\$13,000	\$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
Total Project Cost			\$50,000	
* Other Committed Funding			\$29,500	
Lilly Endowment Grant Request				\$20,000

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

### Budget Form

Project: \_\_\_\_\_

Organization: \_\_\_\_\_

Item:	Number of Items (if applicable):	Unit Cost:	Total Project Cost:	LEI Grant Cost:
Total Project Cost				
* Other Committed Funding				
Lilly Endowment Grant Request				

**PLEASE MAKE SURE ALL INVOICES/ESTIMATES ARE ATTACHED.**

**\*Other committed funding:** \_\_\_\_\_

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.