

# Capital Grant Guidelines

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The In-N-Out Burger Foundation considers a small number of requests for capital support each year from organizations that meet all other funding criteria, whose mission aligns closely with the Foundation, and with which there has been a long-term relationship (minimum of 2 years). Our capital grants support:

- ❖ Targeted, fundraising endeavors designed to raise funds for new construction projects, renovations, refurbishment, remodeling, rehabilitation, etc. for outdated facilities.

Capital grants range from \$5,000-\$50,000 and are awarded on a very limited basis each year. Grant funding is based on a number of different factors, which can include: overall cost of the project, the county the organization is located in, what other avenues of funding the organization are seeking, and the project fit with Foundation funding priorities. If an organization's capital campaign is funded, a formal Gift Agreement will be sent out with instructions for return. Please contact the Foundation if you have questions about the suitability and competitiveness of your proposal. We encourage organizations to continue to submit a separate proposal for programmatic or general operating support funding as they normally would.

## Key Proposal Elements:

- Be very specific as to what you are requesting funding for and how it is going to make your organization better at serving youth who have been abused and neglected.
- What stage are you at in the overall project? When will it be completed?
- How much is the total project cost, and what percentage of that has been secured? Still needs to be raised?
- How else is the project being funded? Please list other donors for this project.
- Note: A proposal, if granted, will not be funded until the end of that calendar year in early December.

## Priorities

Priority will be given to projects that:

- Provide clear communication of the need that advances organizational priorities.
- Positively impact program delivery and/or organizational efficiency and effectiveness.
- Are well planned and will meet the organization's needs for the foreseeable future.
- Reflect due diligence and determination of reasonable cost for the project.

## Further Information:

- All capital grant proposals must be submitted by **June 1st, at 5:00 PM PST**.
- We will not be the sole provider of funding for any major project.
- Lower priority will be given to building improvements of the leased property.
- Funding is not available on a retroactive or reimbursement basis and will not be awarded to projects in hiatus resulting from inadequate fundraising.

## Capital Grant Reporting Once Awarded:

A gift agreement will be sent out that must be signed by the Executive Director/CEO. The recipient understands and agrees that if for any reason the capital project is not completed, or the gift is unable to be used for its intended purpose, the recipient agrees to return the gift to the Foundation so that it may get redistributed to another organization.

You will need to provide a brief quarterly update until the project is completed. A prompted email will be sent out requesting the following information:

- Amount raised/still needs to be raised
- Completion status
- Any significant barriers or issues that have arisen