



THE CHAMPLIN FOUNDATION

2022 Traditional Grant Requests - Cycle 2

Organization Summary

Organization Name as Registered with the Secretary of State*

Note that if a grant is awarded, this is the name that will appear on the check.

Organization Aliases

List any other names the organization is known by, including dbas, fkas, and parent companies.

Area of Focus*

Note that this pertains to the organization's mission and not the specific request.

- Arts & Culture
- Conservation & Parks
- Education
- Healthcare
- Historic Preservation & Heritage
- Libraries
- Miscellaneous
- Social Services
- Welfare of Animals Youth Services
- Youth Services

Mission Statement*

Character Limit: 10000

Understanding Trends & Issues*

How does the organization's leadership learn about issues facing the field/clients, and then learn about solutions or model programs to address those issues?

Character Limit: 10000

Number of Paid Full-Time Staff

If applicable.

Number of Paid Part-Time Staff

If applicable.

Number of Active Volunteers in Addition to Board Members

If applicable.

Has the organization been in operation for at least 3-years?*

- Yes
- No

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What year did the organization receive its 501(c)3 status?

Is your organization working with/through a fiscal sponsor?*

- Yes
- No

Organization Has Been in Operation Under 3-Years^B

Please note that The Champlin Foundation generally focuses support on those organizations that have been in operation for 3-years or more. We recommend saving your application and contacting the office at 401-944-9200 to speak to a team member before going further.

- Arts & Culture, Conservation & Parks: Nina Stack ext. 111
- Education, Healthcare, Libraries, Youth Services, Miscellaneous: Tim Gorham ext. 114
- Historic Preservation & Heritage, Social Services, Welfare of Animals: Heather Fraser ext. 115

Fiscal Sponsor Information^B

Please note that the Foundation rarely accepts applications from organizations or projects using a fiscal sponsor. If your organization does not have its own tax exemption, please read the [Fiscal Agent Policy](#) on The Champlin Foundation website before moving forward.

Fiscal Agent Name*

Fiscal Agent Tax ID*

Name of Fiscal Agent Contact Person*

Telephone Number for Fiscal Agent Contact Person*

Fiscal Agent IRS Determination Letter*

Per the terms of the Fiscal Agent policy, please upload the fiscal agent's most current IRS Determination Letter here.

File Size Limit: 1 MB

Fiscal Agent Memo of Understanding*

Per the terms of the Fiscal Agent policy, please upload a signed Memo of Understanding outlining the agreement between the applicant and the fiscal agent. This is required because the fiscal agent will be bound by the terms and conditions of The Champlin Foundation's standard grant agreement.

File Size Limit: 1 MB

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Community Served

Community Served*

Help us understand the organization's impact: number of people served, neighborhoods/communities in which it operates, economic impact, its role in the community, etc. If your organization is working to deliberately be more inclusive, please share with us how you are doing this. For instance, if the organization serves a community that has been traditionally marginalized and/or under-resourced please let us know.

Character Limit: 5000

Community Demographics

If known, please provide the following percentages describing the community or communities you serve.

Black/African American*

- 0-5%
- 5-25%
- 25-50%
- 50-100%
- Unknown

Asian Americans and Pacific Islanders*

- 0-5%
- 5-25%
- 25-50%
- 50-100%
- Unknown

Latino/a/x*

- 0-5%
- 5-25%
- 25-50%
- 50-100%
- Unknown

Native American*

- 0-5%
- 5-25%
- 25-50%
- 50-100%
- Unknown

Immigrant*

- 0-5%
- 5-25%
- 25-50%

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- 50-100%
- Unknown

At or Below Poverty Level*

- 0-5%
- 5-25%
- 25-50%
- 50-100%
- Unknown

How did you obtain the demographic data above?

- Internal tracking systems
- Census data
- Other

Demographic Notes

We know we are capturing a narrow picture with the above questions. If it is helpful to you, please feel free to share any information you think could help us know you better. For example, you could note that your organization serves a predominantly Asian American & Pacific Islander population that is also mostly immigrants.

Character Limit: 5000

Board Summary

Number of Board Members*

Board Makeup*

Briefly and generally tell us about the makeup of your board including the number of board members, how often it meets, committees, etc. Help us understand the diversity of the board (age/race/gender) and if the board includes representation from the people the organization serves. Tell us what diversity means for your organization and share what efforts your organization is making to include on the board and staff people of color and others from historically marginalized communities. It is not necessary to include the names of individual board members.

Character Limit: 10000

Does anyone on either the senior staff or board leadership identify as a person of color?*

- Yes
- No
- Prefer not to answer

Board Practices*

Is there an intentional practice for the board to learn and improve its governance? How does the board educate itself about best practice in the field and trustee responsibilities? Does the

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board engage in learning retreats, undertake a self-assessment as to its performance, hear from guest speakers on occasion, and so forth?

Character Limit: 10000

Board Giving Policy*

Board members are essential to fundraising because it is their responsibility to ensure the organization has the resources (including funding) that it needs to operate. Do you have a stated policy that expects all board members to make a personal financial contribution, whether it is a defined amount or an amount that is meaningful to the member?

- Yes
- No

Board Contributions*

Beyond contributing time and talent to the organization, what percentage of the board made monetary contributions in the last fiscal year? Please note that percentage is in decimal form so 100% should be represented as 1.00, 50% should be represented as 0.50, and so on.

Board Giving Exceptions

If any of your board do not make a monetary contribution, please help us understand why.

Character Limit: 2500

Financials

RI Department of Business Regulation

Rhode Island State Statute 5-53.1 requires charitable organizations who solicit contributions in RI to register as a charitable organization with the RI Department of Business Regulation. If you are unsure if your organization must comply with this statute, please review these instructions.

Registration Approval Form

If your organization must register with the RI Department of Business Regulation, please upload your organization's Notice of Charitable Organization Registration Approval form. If you do not upload a certificate here, you must tell us why you are exempt in the question below.

File Size Limit: 1 MB

RI Department of Business Regulation Exemption

If your organization is not required to register with the RI Department of Business Regulation, please tell us which exemption applies to your organization.

- Church or an organization controlled/affiliated with a church
- Do not raise or receive contributions > \$25,000
- Educational institution
- Foundation benefitting religious org, educational institution, nonprofit hospital, or public library

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- Free, not-for-profit art museum
- Grange organization
- Historical society
- Land trust
- Nonprofit hospital
- Organization that solicits only from membership
- Public library
- Not Applicable

Are you current with your annual report filing with the Secretary of State?*

If you don't know, you may check your organization's status here.

- Yes
- No
- My organization is part of a municipality and is not required to file with the Secretary of State

Do you currently have unspent funds from previous Champlin grants awarded prior to 2021?*

- Yes
- No

When does your current fiscal year end?*

Year-End Actuals

Please upload your organization's year-end actuals from **last fiscal year 2021**. Budgets can include general categories and should not go into line-by-line detail. This question is not asking for your audit. It is asking for your year-end profit & loss and balance sheet. Municipal libraries should report only their financial reports, not the reports for the entire municipality. If you are a chapter to a national organization, please provide financials relevant to the RI work only.

File Size Limit: 4 MB

Current-Year Projections

Please upload the organization's projected budget for **this fiscal year 2022** (income & expenses). Please do not include a report with every donor or expense itemized. General categories suffice. National organizations should provide only the RI operating budget.

File Size Limit: 4 MB

What is the total dollar amount of your organization's budget for the current year?*

This should align with the expense amount on the current year budget that was submitted above. If you are an in-state chapter to a national, please just indicate the budget for RI work only.

Do you anticipate ending the fiscal year with a deficit or a surplus?*

- Deficit
- Surplus
- Break Even

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How many months of cash reserves do you have in hand?*

Does your organization have access to a line of credit?*

- Yes
- No

What was your total debt (excluding Federal PPP funding) as of the close of the last fiscal year?*

Which of the following does your organization have?*

Check all that apply.

- Endowment
- Board Designated Reserves
- General Reserves/Savings/Surplus
- None of the Above

What was the total amount of endowments/reserves/savings as of the close of the last fiscal year?*

Do you have an annual appeal or established fundraising program?*

- Yes
- No

Do you budget annually for capital expenses?*

- Yes
- No

Is your organization required to have an audit?*

The state mandates that any organization required to be registered through DBR and with total receipts of \$500,000 or more must undertake an annual audit. If you answer yes to this question, you must upload your audit below.

- Yes
- No

Audited Financials

If your organization had receipts of \$500,000 more in the last two fiscal years, please upload your most recent audit and management letter. Please note that a compilation is not an audit. File Size Limit: 10 MB

Financial Notes

Optional. Please use this section if you have anything additional you would like us to know about the above financial information.

Character Limit: 2500

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Unspent Funds Detail^B

What is the total balance of unspent funds from Champlin grants?*

Unspent Funds Detail

Explain the reason for any unspent funds from grants awarded prior to 2021 and indicate the plan for how and when the funds will be used. If the only unspent funds are from a grant awarded in 2021, you may skip this question.

Character Limit: 5000

Project Information

Amount of Grant Request*

Total grant amount you are requesting from The Champlin Foundation.

Project Name*

A brief title for your project, such as:

- Vehicle Purchase
- Emergency Room Renovations
- HVAC System
- New Roof and Exterior Painting
- Purchase of Network Server

Character Limit: 250

Project Description

Please provide a concise description of the items/projects for which you are requesting support for. If more than one, **list in order of priority for funding**. In the course of describing the project please let us know why you are undertaking this project now, how the project fits in with your current priorities, and how potential funding from The Champlin Foundation would be used. If there is a specific community that will be served or impacted by this undertaking, please be sure to reference that in your narrative. If you are requesting support for more than one project, please [click here](#) for instructions on how to format your project description. If requesting funds to supplement increased expenses of a previously awarded Champlin grant, please list this as a separate priority item. Please be sure to include information regarding how much of the previous project has been completed, and what additional funds you need to move forward. We would expect to see contractor/vendor quotes that can be compared to what was originally submitted with the first request.

Character Limit: 10000

In what city or town will this project take place or the equipment be used?*

Please note that you can only make one selection and it should be the physical location of where the project is or where the equipment will be housed. If you are requesting multiple projects for multiple sites, please indicate this by choosing the first option on the list.

→ We are requesting funds for multiple locations in different cities and/or towns

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- Barrington
- Bristol
- Burrillville
- Central Falls
- Charlestown
- Coventry
- Cranston
- Cumberland
- East Greenwich
- East Providence
- Exeter
- Foster
- Gloucester
- Hopkinton
- Jamestown
- Johnston
- Lincoln
- Little Compton
- Middletown
- Narragansett
- New Shoreham
- Newport
- North Kingstown
- North Providence
- North Smithfield
- Pawtucket
- Portsmouth
- Providence
- Richmond
- Scituate
- Smithfield
- South Kingstown
- Tiverton
- Warren
- Warwick
- West Greenwich
- West Warwick
- Westerly
- Woonsocket
- Out of State
- Other

If requesting funds for multiple projects in different cities/towns, please list them here:

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Type of Request*

Check all that apply. Please visit The Champlin Foundation for a complete understanding of what projects we fund.

- Building - New Construction or Additions
- Building - Repairs
- Building - Upgrades
- Property Improvements (ex: parking lots, fencing, landscaping)
- Equipment - Mechanical (ex: HVAC units, ventilation systems, water tanks)
- Equipment - Technological (ex: computers, platform development, building security systems)
- Equipment - Vehicles
- Equipment - Other
- Real Estate Acquisition
- Debt Reduction (only projects previously funded by a Champlin grant are eligible)
- Supplemental Funds for a Previously Awarded Grant
- Other

If you answered 'other' above, please explain.

Are you requesting 100% of the cost from Champlin?*

- Yes
- No

Total Project Cost*

All anticipated costs related to the project for which you are applying.

Project Budget

If you have a project budget, please upload it here. Please include expenses and anticipated income sources. Please click here to see sample project budgets.

File Size Limit: 2 MB

How much have you raised for this project to date?*

Additional Sources of Funding

List all other sources of funding that have been secured or are being pursued for this project. Character Limit: 2500

Project Timeline*

If successful in obtaining this grant, explain what the projected timeline is in which the funds will be spent, understanding that ACH deposits will be made in December 2022 and Champlin hopes all grant funds will be expended within 12-months of the deposit. If Champlin funds are going towards one element of a larger project, also outline the timeline for the entire project.

Character Limit: 2500

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Project Quotes and Estimates

Combine and upload any quotes or estimates that help support your request. The Foundation prefers to support "shovel-ready" work so we expect to see actual contractor/vendor estimates and bids. Though architect quotes are helpful, we hope to see actual contractor estimates whenever possible. If quotes are not yet available, please send via email no later than September 19th. **Uploads can only accept one document so please combine multiple documents prior to uploading.**

File Size Limit: 10 MB

Will any federal, state, or municipal permits/approvals be required?*

- Yes
- No

If yes, please explain where that permitting process currently stands.

Character Limit: 1500

Is the Board contributing to the cost of this specific project/purchase?*

- Yes
- No

Is this project part of a larger capital campaign?*

- Yes
- No

Is there anything else regarding this project request that we should know?

Optional.

Character Limit: 2500

Additional Supporting Documents

Please feel free to use this field to combine and upload additional documents that may help support your proposal. These can include photos, diagrams, renderings, etc. Please only include those documents that you feel strengthen your application. If you need additional documents added to your file that will not fit here or elsewhere in the application, please email them to Heather Fraser at hfraser@champlinfoundation.org. **Uploads can only accept one document so please combine multiple documents prior to uploading.**

File Size Limit: 10 MB

Capital Campaign Summary^B

What is the overall campaign goal?*

How much of that overall goal has been raised to date?*

Please include both in-hand funding and pledges without double-counting support.

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Is there a stand-alone capital campaign committee/leadership on the Board?*

- Yes
 - No
-

Historic Preservation & Heritage Requests^B

Usage and Significance*

Describe the public usage/public benefit of this building and its historical and/or architectural significance.

Character Limit: 10000

Historical Connection*

Please outline what programming, signage or other activities the society and/or building provide that speak to the historical connection of Black, Indigenous and/or people of color to the building. For example, is there an acknowledgement of the Indigenous Tribal land on which the building may now stand? Is there programming offered/curated that is specific to the history of Black, Brown, Immigrant, or Tribal peoples?

Character Limit: 5000

Education^B

Education Level*

Check all that apply.

- Middle School/Junior High School
- High School
- Higher Education
- Workforce Education Other

Type of School*

- Traditional Private/Independent
- Public Charter
- Parochial
- Higher Education
- Other/Not a School

What percentage of your student body is receiving tuition assistance?

Please answer this if you are a traditional private school or a parochial school. Percentages are to be given in decimal form so 100% is represented as 1.00, 75% is represented as 0.75 etc.

What is the average amount of tuition assistance provided per pupil receiving tuition assistance?

Please answer this if you are a traditional private school or a parochial school.

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Does the school receive Title I funding?

- Yes
- No

What percentage of the operating budget is covered by tuition & fees vs. donation & grant revenue?

Please answer this if you are a traditional private school or a parochial school. Percentages are to be given in decimal form so 100% is represented as 1.00, 75% is represented as 0.75 etc.

What percentage of your student body is receiving free or reduced lunch?

Please answer this if you are a charter or other public school. Percentages are to be given in decimal form so 100% is represented as 1.00, 75% is represented as 0.75 etc.

Real Estate Acquisition Requests^B

Certified Appraisal

Upload the certified appraisal of this building/property, if applicable.

File Size Limit: 5 MB

Do you have a signed Purchase & Sale agreement or other binding agreement with the seller?*

- Yes
- No

If you are financing any of the purchase, do you have a loan approved from the lender?*

- Yes
- No

Has an independent assessment of the property been performed to assess current conditions?*

- Yes
- No

Does the property require any state or municipal approvals prior to being put in service?*

- Yes
- No

If applicable, explain the near-term improvements that will be needed at this property.

Include any available information on estimated costs and how the organization plans to fund the improvements.

Character Limit: 1000

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Will you have a facilities maintenance fund?*

- Yes
- No

Have you projected out the 5-year carrying costs for this purchase?*

- Yes
- No

Do you have a facility/building committee of the board?*

- Yes
- No

Debt Disclosure

Are you incurring debt and, if so, how much? What is the debt capacity your board has approved?

Character Limit: 1000

Alignment with Strategic Planning

Does this acquisition align with your board approved strategic planning and how long has the plan to acquire the real estate been in the works? Explain.

Character Limit: 1000

Repairs/Upgrades/Improvements Requests^B

REMINDER: Please be sure to provide at least one contractor's estimate in the Project Section of this application.

Has an inspector/government entity cited the organization for deficiencies related to this request?*

- Yes
- No

If you answered 'yes' to the question above, please explain.

Character Limit: 500

If funded, would this repair/upgrade comprehensively address the need?*

- Yes
- No

Do you own or lease your building/space?*

- Own
- Lease

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Rental Terms^B

REMINDER: The Foundation likes to see a 5-year lease with an automatic renewal option.

What is your current lease term?*

Does the lease provide for an automatic renewal term?*

- Yes
- No

Are the proposed improvement costs your responsibility and not those of the landlord?*

- Yes
- No

Do the proposed improvements require landlord permission under the terms of the lease?*

- Yes
- No

Vehicle Requests^B

REMINDER: Please be sure to provide a dealer quote in the Project Section of this application. Please also remember that The Champlin Foundation does not fund maintenance, fuel, registration, insurance, or carrying costs.

Is this a replacement vehicle or an addition to the vehicles you already own?*

- Replacement
- Addition
- This would be my organization's first vehicle

If it is a replacement, please explain why it needs to be replaced.

Character Limit: 1500

If it is an addition, how many other vehicles does your organization currently own?

How have you funded the purchase of vehicles in the past?

Character Limit: 1500

Usage and Storage*

Describe how this vehicle will be used, where it will be stored, who will be the primary driver(s), and what special licenses they need to have, if any.

Character Limit: 2500

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Are there regulatory requirements related to your transporting people and, if so, what are they?*

Character Limit: 500

Have you projected out the 3-year carrying costs for this vehicle?*

- Yes
- No

Site Visit Information

Site Visit Information

Should The Champlin Foundation request a site visit, please provide the address where the visit should take place. Please note that not all applications require site visits. A member of the Champlin Foundation team will reach out to schedule a visit if needed.

Site Visit Street Address*

Site Visit City*

Site Visit State*

Site Visit Details

Please provide any relevant site visit information, including parking or entrance instructions. Include any health or safety protocols for which we should be aware, such as a mask requirement.

Character Limit: 1000

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