



The David R. Sellers Foundation

Capital Grant Guidelines

Evaluation Criteria:

Your organization must meet the following criteria in order to apply for the capital grant from the David R. Sellers Foundation.

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- Organization must have a 501(c)3 status
- Demonstrate a strong need for design-build services
- Organization serves and focuses on the betterment of those in need
- If based in Arizona, organization is located in the greater Phoenix community
- If based in Texas, organization is located in Dallas
- Demonstrate potential for continued operation beyond support by the DRS Foundation
- Submit a letter that follows the LOI outline
- The chosen recipient understands they are required to submit an interim grant report
- The chosen recipient understands they are required to submit a final grant report

Letter of Interest Outline:

Your letter should reflect and summarize all the items listed below. Your letter must NOT exceed two pages, with a minimum font size of 10 pt.

1. Purpose

- Briefly describe your organization's mission, vision, history, short-term and long-term goals
- What infrastructure need is your organization seeking to address?
- How will your organization's charitable community benefit from this new facility?

2. Project Overview

- Provide an overview of the project. Specify whether the project is for purchase, construction, or renovation of one of more buildings. Specify current phase of the project (planning and design, construction, near completion, or other).
- Describe your organization's plans for managing/maintaining the facility.
- Describe your organization's prior experience with capital projects. How does that experience prepare you to successfully carry out the proposed project? Do you have the necessary skills and capabilities on your team or will you need outside expertise?
- Summarize your organization and the internal team that would be involved in this project. Indicate which team members will serve as decision-makers (ex. Board members, directors, staff, client representatives and affiliated organizations).
- How and when will program beneficiaries, staff and other stakeholders be engaged?



- Provide an estimated timeline for the project, as best as your organization understands, that identifies key milestones – including fundraising, design, site acquisition, preparation, permitting, construction, and occupancy.
- Identify risks and challenges you foresee in planning and implementing this project. Discuss any potential sources of opposition. Discuss your plan of action on addressing these oppositions.
- What are your contingency plans if the project falls short of key milestones that were listed in your timeline? Ex. Construction delays

3. Impact

- How will the completed project impact your organization's revenues, operating and maintenance (O&M) costs and staffing needs?
- How will you measure the impact of this project? What short-term and long-term indicators will you track? What methods will you use?

4. Project Budget: To the best of your ability, detail the full cost of your project. Include design and construction costs, planned contingency funds and indirect costs, as well as the organization's total operating budget for the year.

5. Required Attachments

- Most recent Form 990
- Organized budget and year to date actuals for the current fiscal year

Additional Attachments that are not required:

- Engineering, design and/or construction specifications/plans that describe the project
- Letters of support for the project