

Town of Brooklyn Capital Funding Program

To be considered for funding through the Capital Funding Program, please complete the application by providing a narrative summary of your proposal and describing how your proposal best meets the funding criteria of the program. For additional information regarding program criteria, please view the Capital Funding Program Guidelines.

Providing back-up material or financial analysis to support your application is encouraged.

Applicant Name: _____

Capital Funding Request: \$ _____

I have read the program guidelines and acknowledge that the Town of Brooklyn reserves the right to delay, suspend or rescind any funding due to a material change in the context of a request for funding or due to a material change in the financial condition or outlook for the Town AND that no recommendation for funding will be considered or construed as an entitlement by the applicant.

Signed: _____

Date: _____

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- 1) **Proposal Summary:** Please describe the nature of and reason for the capital request and summarize how this expenditure will provide some benefit to the Town of Brooklyn.

 - 2) **Good Standing:** To the best of your knowledge, are you, as the applicant, in good standing with regulatory agencies/boards, an ethics board, or creditors? If you answer "No" to any of these items, please elaborate.

 - 3) **Readiness to Proceed:** Please describe the timetable for fulfilling your proposal. Are you able to proceed immediately or will you require a lead time, a bidding period or a commitment of other funding prior to you executing your proposal?

4) **Applicant Capacity:** Please describe your experience and the experience of the Board or individuals that will help you to accomplish your proposal. Has there been successful experience in a proposal of scale and complexity?

5) **Demonstration of Need:** Please describe the need(s) fulfilled by your proposal. If possible, please demonstrate or quantify what need or needs have been unmet to date.

As a guide, please consider the following questions: Will this funding satisfy the replacement of something currently being done? Will this funding help to alleviate some present exposure to the Town? Will this funding make some other equipment, entity or funding obsolete?

6) **Site Factors:** For proposals which involve real estate, the purchase and/or improvement of real estate, or the location of a particular item, please demonstrate that the item or items:

- a) will be in a strategic or quality location;
- b) obtained with the expenditure is/will be appropriate for its location. Please consider the following questions: Is it appropriate for the environment in which it will be located? Will it be necessary to have some proximity to services or distances from neighborhoods?

7) **Project Costs:** Please demonstrate the costs associated with project and the manner in which they have been compiled. Please consider the following questions: Are the costs for the proposal supported by quotations or bids? Does a contract already exist for the service or item? When will the most reliable costs be received? Have consultants been available to evaluate these costs?

8) **Financial Analysis:** Please outline a basic financial analysis that should include the a) method of payment; b) estimated cost vs. benefit; and c) cost of operation.

- As a guide, please consider the following:
 - **Method of Payment:** Does the size and cost involved lend itself to a one-time payment or would the expenditure require some degree of financing (e.g. bonding or seller financing)?
 - **Cost/Benefit:** For proposals which generate an income or savings, a Net Present Value (NPV) or Internal Rate of Return (IRR) Analysis along with a Payback Period Analysis may be appropriate. For services, a privatization versus in-house analysis may also be appropriate. For items which may provide some intangible benefits, something other than a numerical cost/benefit analysis may be appropriate.
 - **Operating or Holding Costs:** Upon acquisition requires an addition/reduction of staff, additional equipment, insurance, maintenance, or special servicing, then it should be noted.

9) **Leveraging/Cost Effectiveness:** Proposals that require the least amount of scarce resources would be desirable. Will outside subsidies, grants, fundraising, or other funding be leveraged with Town funding for this proposal? If so, please identify the total cost of the proposal less these other sources of funding to identify the amount being requested. If grant funding is available for the acquisition, the applicant should attach a copy of the completed grant application and detail past experience and success in obtaining like grants.

10) **Community Impact:** Please explain how this capital funding would result in a positive community impact.

As a guide, please consider the following questions: Is there need? Would this funding coincide or work in concert with a documented community or neighborhood revitalization strategy? Is there local support for this proposal from residents, businesses and/or community groups?