

# THE GEORGE F. AND SYBIL H. FULLER FOUNDATION

81C SHREWSBURY STREET  
PO BOX 757  
BOYLSTON, MA 01505

Name of Organization \_\_\_\_\_

Address of Organization \_\_\_\_\_

Total Organizational Expenses Budgeted for the Current Fiscal Year:  
\$ \_\_\_\_\_ (do not include depreciation) Year Ending \_\_\_\_\_, \_\_\_\_\_

Grant Amount Requested \$ \_\_\_\_\_ Over How Many Years \_\_\_\_\_  
Is Grant Request for: Capital  Scholarship  Operating/Program

**IF CAPITAL:**

What is the total amount of the Project/Campaign? \$ \_\_\_\_\_  
What is the start date \_\_\_\_\_ and finish date \_\_\_\_\_ of the campaign?  
What is the target date to start construction? \_\_\_\_\_  
Has your Board been asked to participate in the funding? YES  NO   
What percentage of those Board members have given to date? \_\_\_\_\_%

**LIQUIDITY – Use Current Values**

Cash - compares the cash balance to operating expenses (total expenses less depreciation), and it indicates how many months of expenses an organization can cover out of current cash holdings without liquidating investments or relying on new revenues. \_\_\_\_\_ / ( \_\_\_\_\_ / 12 months )  
Cash Expenses

As of most recent year end:  
Accounts Payable \$ \_\_\_\_\_ Accounts Receivable \$ \_\_\_\_\_  
Do you have a line of credit? YES  NO   
If YES: Maximum Amount \$ \_\_\_\_\_ Outstanding Amount \$ \_\_\_\_\_  
Do you pay the line down to zero at some point during the fiscal year? YES  NO

**PROFITABILITY/STABILITY**

Did you budget to break even? YES  NO   
Did you budget for a net income/surplus? YES  NO   
If YES what % \_\_\_\_\_ of total Gross Revenues

**FINANCIAL TRENDS – Operating Surplus (Deficit) (do not include depreciation)**

3 Years Ago \$ \_\_\_\_\_ 2 Years Ago \$ \_\_\_\_\_ 1 Year Ago \$ \_\_\_\_\_  
Depreciation \$ \_\_\_\_\_ Depreciation \$ \_\_\_\_\_ Depreciation \$ \_\_\_\_\_

Do you engage an independent CPA or CPA firm annually? YES  NO   
To: Audit  Review  Compile  Other\*  your financial statements.  
\*Explanation of Other \_\_\_\_\_

**SUSTAINABILITY**

Leverage - Total liabilities divided by total net assets \_\_\_\_\_ / \_\_\_\_\_ Ratio \_\_\_\_\_  
Do you have an endowment? YES  NO  If YES current value is \$ \_\_\_\_\_.  
What percentage is used to support operations/debt service for the current budget? \_\_\_\_\_%  
Has your Board adopted a written strategic plan that includes stability and future sustainability in the last two years? YES  NO