

Grant Proposal for Building Renovation at Heritage Community Center

Submitted to: Community Facility Improvement Fund

Date: November 20, 2024

**Emily Carter
Executive Director
Heritage Community Center
123 Heritage Avenue
Springfield, IL 62701**

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Project Abstract

Heritage Community Center, a nonprofit organization serving the Springfield area for over 30 years, is seeking \$250,000 in funding to renovate our aging building. The renovation will address critical accessibility issues, improve the safety and functionality of the space, and enhance our ability to serve over 2,000 community members annually. The total cost of the renovation is estimated at \$300,000, with the remaining \$50,000 to be funded through a local fundraising campaign and in-kind donations.

This project will involve updating outdated facilities, including the installation of an elevator, improved restroom access, upgraded HVAC systems, and energy-efficient windows. These improvements will ensure that all community members, regardless of physical ability, can access the center's programs, which include educational workshops, job training, youth mentoring, and social services.

Statement of Need

Heritage Community Center has served the Springfield community for over 30 years, providing essential programs and services to individuals of all ages, backgrounds, and abilities. As our center continues to grow, so does the demand for the programs we offer, which include educational workshops, job training, youth mentoring, and senior citizen support. However, our aging facility, which was built in 1950, is no longer equipped to meet the needs of our diverse and expanding community.

The building's infrastructure is outdated and presents significant challenges to accessibility and safety. Although we have made efforts to maintain the facility, critical issues must be addressed to continue providing our vital services. Currently, the building lacks an elevator, restricting access to our second-floor classrooms for individuals with mobility challenges. The restrooms are not ADA-compliant, making it difficult for people with disabilities to use the facility with ease. Furthermore, the HVAC system is inefficient, leading to fluctuating temperatures, poor air quality, and increased utility costs. The old windows and poor insulation contribute to high heating and cooling expenses, further straining our operating budget.

These limitations hinder our ability to serve all members of the community equally and reduce the overall effectiveness of our programs. In particular, individuals with disabilities, seniors, and those with limited mobility face barriers to fully participating in the programs that could benefit them the most. In addition, the building's energy inefficiency is exacerbating operational costs, limiting the funds we can allocate to essential community services. The need for a comprehensive renovation has never been more urgent, as we strive to maintain our commitment to providing a safe, accessible, and sustainable environment for everyone we serve.

Heritage Community Center is seeking a grant of \$250,000 to renovate the building, ensuring it meets modern accessibility standards and becomes more energy-efficient. This renovation will

include the installation of a fully accessible elevator, ADA-compliant restrooms, upgraded HVAC systems, and energy-efficient windows, as well as refurbishing the interior spaces. These improvements will not only provide a more welcoming environment for individuals with disabilities but also reduce our environmental impact and operational costs, enabling us to focus more resources on delivering programs that make a lasting difference in the community.

We believe that these necessary upgrades will allow Heritage Community Center to continue being a safe and inclusive space for all residents of Springfield, strengthening our ability to empower individuals, foster community connections, and enrich lives for many years to come.

Project Description

Founded in 1990, Heritage Community Center serves as a hub for local residents of Springfield, providing a variety of programs designed to support educational and personal growth. Over the years, the center has become a cornerstone of the community, offering after-school tutoring, senior citizen programs, mental health counseling, and vocational training. However, our facility is in urgent need of renovation to meet the increasing demand for services and to accommodate a diverse population.

Our building, which was originally constructed in 1950, has not undergone significant upgrades in over 40 years. While we have been able to maintain the building's basic functionality, it no longer meets the accessibility standards required by the Americans with Disabilities Act (ADA). The lack of an elevator limits access to our second-floor classrooms, while outdated restroom facilities make it difficult for individuals with disabilities to navigate the space. Additionally, the building's energy inefficiency is driving up utility costs and reducing our ability to allocate funds to direct programming.

The proposed renovation project will address these issues and improve the overall functionality of the center. The scope of work will include:

- **Installing a fully accessible elevator** to provide access to all floors of the building for individuals with mobility challenges.
- **Renovating restrooms** to meet ADA standards and ensure accessibility for all visitors.
- **Upgrading HVAC systems** to improve air quality and energy efficiency, reducing operational costs and increasing comfort for staff and visitors.
- **Replacing old windows** with energy-efficient models to reduce heating and cooling costs, improve building insulation, and enhance the overall aesthetic of the space.
- **Refurbishing the community room and classrooms** with modern furniture and equipment to facilitate more dynamic learning and meeting spaces.
- **Installing new lighting** and updating electrical systems to improve safety and reduce energy consumption.

This renovation will increase the center's capacity to serve the community and ensure that the building is safe, accessible, and sustainable for many years to come.

Goals and Objectives:

- 1. To improve accessibility for all individuals.
 - a. *Objective: Install an elevator and renovate restrooms to meet ADA standards, ensuring that the facility is accessible to individuals with disabilities by the end of the project.*
- 2. To reduce operational costs through energy efficiency.
 - a. *Objective: Replace windows and upgrade the HVAC system to reduce energy consumption by 25%, lowering operational costs and contributing to environmental sustainability.*
- 3. To enhance the building's capacity to serve the community.
 - a. *Objective: Renovate the community room and classrooms to create modern, functional spaces for educational and social programs, increasing our capacity to serve an additional 500 individuals annually.*

Project Timeline:

Phase	Timeline	Milestone
Phase 1: Planning	December 2024	Finalize design plans and hire contractors.
Phase 2: Demolition	January 2025	Begin demolition of old fixtures, bathrooms, and windows.
Phase 3: Construction	February 2025	Install elevator, HVAC system, and new windows.
Phase 4: Interior Renovation	March - April 2025	Refurbish classrooms, community room, and restrooms.
Phase 5: Final Inspection	May 2025	Complete inspection and make final adjustments.
Phase 6: Grand Reopening	June 2025	Host a community event to celebrate the reopening of the center.

Budget Justification

Category	Amount (\$)
Elevator Installation	80,000
Restroom Renovation (ADA compliance)	30,000

Category	Amount (\$)
HVAC System Upgrade	50,000
Energy-efficient Window Replacement	40,000
Interior Refurbishment	60,000
Lighting and Electrical System Upgrade	20,000
Contingency Fund (10%)	20,000

Total Project Cost: \$300,000

Grant Request: \$250,000

The \$250,000 grant request will cover approximately 83% of the total renovation cost. The remaining \$50,000 will be secured through a combination of local fundraising efforts, in-kind donations, and contributions from our community partners.

Sustainability

Heritage Community Center is committed to maintaining the renovated building for the long term. The energy-efficient upgrades will result in reduced utility costs, ensuring that we can allocate more resources toward programming and community services. Additionally, we will establish a dedicated fund for ongoing maintenance to ensure that the facility remains in excellent condition for years to come.

Our dedicated staff and board members will oversee the renovation project and ensure that all improvements are maintained according to a structured schedule. The renovation will also position the center as a more sustainable and welcoming facility for both current and future generations.

Evaluation

The success of this renovation project will be evaluated based on the following metrics:

1. **Increased Access:** The installation of the elevator and ADA-compliant restrooms will ensure that all individuals, regardless of physical ability, can access the building.
2. **Operational Savings:** We expect a 25% reduction in energy costs following the installation of energy-efficient windows and an upgraded HVAC system.
3. **Community Impact:** The renovated facility will allow us to increase the number of community members served annually by 25%, enhancing program offerings and improving quality of life for local residents.

We will gather feedback from building users and monitor energy savings to assess the impact of the renovations on both accessibility and sustainability.

Conclusion

The renovation of the Heritage Community Center is an essential step toward providing a more accessible, functional, and energy-efficient space for the thousands of individuals we serve each year. This project will ensure that the center remains a vibrant and sustainable community hub for many years to come. We believe that [Foundation's Name]'s support will be crucial to the success of this project, and we look forward to partnering with you to bring this vision to life.

Thank you for considering our request. We would be happy to provide any additional information or discuss this proposal further.

Heritage Community Center
123 Heritage Avenue
Springfield, IL 62701

October 20, 2024

ABC Foundation
13 Hill Street
Boston, MA 02116

Subject: Grant Proposal for Solar Panel Installation at Springfield Community Center

Dear Johann,

I am writing to you on behalf of Heritage Community Center, a nonprofit organization dedicated to supporting individuals and families in Springfield through educational programs, job training, youth mentoring, and social services. For over 30 years, we have worked tirelessly to create a safe and inclusive space for our community members. However, our current facility, which was built in 1950, is no longer able to meet the needs of the individuals we serve. To continue our mission and provide a space that is both accessible and sustainable, we are seeking a grant of \$250,000 to renovate our building.

Our facility, while central to the community, is facing critical challenges due to outdated infrastructure. The building does not meet modern accessibility standards, lacking an elevator and ADA-compliant restrooms. Additionally, the HVAC system is inefficient, leading to fluctuating temperatures and poor air quality, while old windows and inadequate insulation result in high heating and cooling costs. These issues are not only affecting the quality of service we provide but also limiting our ability to serve the entire community, particularly individuals with disabilities and seniors.

This renovation project will address these challenges and improve the overall functionality of the space. Specifically, we plan to install a fully accessible elevator, renovate restrooms to meet ADA standards, upgrade the HVAC system, replace old windows with energy-efficient models, and refurbish interior spaces. These improvements will ensure that all community members, regardless of their physical abilities, can fully participate in our programs. Furthermore, the energy-efficient upgrades will reduce our utility costs, allowing us to allocate more resources toward direct services.

The total cost of the renovation is \$300,000, and we are requesting \$250,000 from [Foundation's Name] to cover 83% of the total expenses. The remaining \$50,000 will be secured through local fundraising efforts and in-kind contributions from our partners. We believe that with your support, we can significantly enhance the center's capacity to serve our community and ensure it remains a vital resource for generations to come.

We would be grateful for the opportunity to discuss this project with you further and to answer any questions you may have. Your support would have a lasting impact on Heritage Community Center and the many individuals and families who rely on our services each year.

Thank you for considering our request. We look forward to the possibility of partnering with Community Facility Improvement Fund to make this important renovation a reality.

Sincerely,

Emily Carter

Executive Director

Heritage Community Center

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Email: emily.carter@heritagecenter.org