

**THE SCHWARTZ CHARITABLE FOUNDATION**  
**14 Harvard Street**  
**Worcester, MA 01609**  
**508-753-5531**  
**508-798-9415**  
**theschwartzfoundation.org**

**FINANCIAL INFORMATION FORM**  
*(to be submitted by all applicants)*

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

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

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

Grant Amount Requested \$ \_\_\_\_\_

Is Grant Request for: Capital \_\_\_\_\_ Scholarship \_\_\_\_\_ Operating/Program \_\_\_\_\_

IF CAPITAL:

What is 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? \_\_\_\_\_

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

The **Applicant Proposal** must also be submitted by all applicants.