

PROGRAM SUPPORT APPLICATION CHECKLIST

This document is intended to provide an overview of all potential information and documents needed to complete a grant application.

A. Organization Contact Information

- Organization legal name, address, phone and fax numbers, population of city, website address
- Head of Organization & contact information (including number of years in position) & Application Contact information

B. Organization General Information

- Tax ID number and tax status
- Organization type, year organization was established, number of locations
- Number of full-time and part-time staff, number of volunteers
- Brief biography and summary of qualifications of Executive Director/CEO of organization
- Board member list and board's role in your organization

Organization Details

- Mission statement, brief history
- Challenges your organization is trying to address, community(ies) and population(s) you serve, including number of clients or community members served, and core programs and services provided by your organization
- Short-term and long-term goals and priorities of organization
- How your organization measures impact/effectiveness, including methods used, data collected, how you use this data to make your organization more effective, and specific results that highlight your impact
- Other organizations in your community that do similar work and how you work together
- Most significant collaborations and partnerships with other organizations within your community and how they increase your impact
- Your organization's biggest internal strengths and weaknesses, and what you are doing to build on your strengths and address your weaknesses
- Your organization's greatest external opportunities and biggest threats, and what you are doing to take advantage of your opportunities and minimize or avoid potential threats
- Major changes within your organization over the past five years

C. Organization Financial Information

- Financial overview of your organization (source of operating funds, earned/contributed revenue, operating reserves, endowment and spending policy, operating reserves, debt)
- Any changes in funding or expenses that will improve or pose risks to your financial health including how you will address any changes
- Fiscal year end of organization
- Annual operating budget, YTD balance sheet, related actual vs. budget income statement
- Audited/reviewed financial statements (summary of financial oversight and monitoring process if no audit or review is performed)

D. Program Details

- Program title (4-8 words) and description (1 or 2 sentences)
- Impact Area (refer to our website to view these areas: http://www.peterkiewitfoundation.org/impact_areas)
- Program summary, including the critical need or issue that will be addressed by the program, community(ies) and population(s) that will be served, the services that will be provided, how the program will meet the critical need/issue described above, the anticipated impact of the program, why your organization is best positioned to implement the program, and how it aligns with your organization's mission and goals
- Description of the evaluation process in place or to be put in place to assess program effectiveness and impact, including the most important indicators/measurements you currently track or will track to understand your progress and success
- Specific evaluation results that demonstrate program impact and effectiveness for existing program. For a new program share models or research that suggests the program will be effective.
- Staff members who will be responsible for the program and their qualifications to perform the work and any changes or additions to staff that will occur as a result of this program
- Timeline for your program, including key dates, the start and duration of the program, and when program will conclude

E. Program Budget and Funding

- Detailed program budget for each year of support requested
- Anticipated changes in revenue or expenses that will improve or pose risks to the financial health of the program, and how you will address any changes.
- Funding Request Summary Worksheet (total program cost, grant amount requested, funds available, and balance needed)
- List of current and potential donors

Attachments

You will be required to upload or attach documents to your application. These documents must already be saved on your computer before you can browse and upload them to your application. Acceptable attachment formats: Word, Excel, or PDF.

- Board member list
- Current fiscal year organization financials (operating budget, YTD balance sheet, related actual vs. budget income statements)
- Audited/reviewed financial statements (if applicable)
- Detailed program budget for each year of support requested
- Funding Request Summary Worksheet
- List of current and potential donors