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PETER KIEWIT
 FOUNDATION

Capital Funding Application

Organization Legal Name

City, State

Grant Request Amount

Contact Information

<u>Organization Contact</u>	<u>Request Contact</u>	<u>Finance Contact</u>
Full Name	Full Name	Full Name
Title	Title	Title
Phone	Phone	Phone
Email	Email	Email

Organization Information

Tax Status:	Tax Status	Fiscal Year End:	MM/DD
Established:	Year	Number of Locations:	Number
Full-Time Staff:	Number	Part-Time Staff:	Number
Organization Type:	Organization Type		
Mission Statement:			

Request Information

Project Title:

Project Summary: (Approx 2-3 sentences.)

Number of years funding requested: #

Funding Summary

Total Project Cost	\$ xx,xxx	<i>(Entire project, all years)</i>
Funds Available	\$ xx,xxx	xx.xx% of TPC
Amount Requested	\$ xx,xxx	xx.xx% of TPC
Balance Needed	\$ xx,xxx	xx.xx% of TPC

Organization Details

1. Provide a brief history of your organization. Include any major changes over the last 3 years and any recent changes that will help us better understand your request. (e.g., new executive director, change in operational or financial strategy, etc.)
2. Why is there a need for your organization? What overall need or issue is your organization trying to address or what opportunities are you trying to create?
3. Provide data or statistics that illustrate the scale of the issue or opportunity stated in question #2.
4. Tell us about your core services and programs using the provided Excel template.
5. How do you know if your organization is being successful impacting the issue or opportunity stated in question #2?
6. Provide the specific data or evaluation results your organization has collected to determine your success as described in question #5.
7. What are your organization's top 3 goals over the coming year to improve the efficiencies or increase the effectiveness of your organization, your staff, your board, or your overall impact?
8. If your organization has significant collaborations or partnerships, please detail with whom and how you are working with them to increase your impact.
9. Please describe your organization's policy or process on hiring minority and women vendors/contractors, when applicable. Please provide examples of this effort.
10. Is there anything else we should know about your organization and why you are well-positioned to do this work?

Project Details

1. What is the critical need/issue/opportunity that will be addressed by this project?
2. Share the data or information that illustrates the need or opportunity you identified.
3. Provide a brief description of your project.
4. How does this project address the issue or opportunity you identified?
5. How does this project improve your ability to deliver programs or services and/or improve your operations?
6. How has the community and/or the people you serve been involved in identifying the need for the project and providing input into the project design and implementation?
7. List key partners and consultants who are working with you on this project.

8. If your request is for renovation, construction, or land acquisition, please tell us who owns the site. Will you hold sole ownership in the future? If there are plans to transfer ownership, please share details about the plans.
9. Explain why existing structures have or have not been considered for the project.
10. If relocating, what will be done with the existing property?
11. What phase is the project in? (For example, design, bid, construction, etc.) Describe any environmental issues that must be addressed as a part of the project.
12. Provide a timeline of key milestones, as well as completion and occupancy dates. (For example, when phases of the project are expected to be completed, start dates for construction, etc.)
13. If your request is for renovation or construction, what is the size of the facility, both in gross sq. ft and finished sq. ft? Please separate out new construction and renovation and identify the square footage for each (if doing both).
14. What is the cost of construction or renovation per square foot? Please separate out new construction and renovation and identify the cost per square footage for each (if doing both).

For Renovation of Existing Facility:

1. Do you own the building? When was it acquired? Was it purchased or donated? How was the building previously used?
2. If re-locating, what will be done with existing property?

For Purchase of Furnishings/Equipment:

1. Describe in detail the purchases planned.
2. Will this purchase replace existing property or furnishings/equipment? If so, what will be done with the old property/equipment?
3. Will you own the furnishings/equipment? If there are plans to transfer ownership to another organization, please explain.

Financial Information

1. Please describe your organization's financial leadership structure. In your response, please address the following:
 - a. Do you have an internal accounting team, or do you outsource your accounting function? If you outsource, who do you work with?
 - b. Please describe your financial planning (budgeting) process.
 - c. How often does management monitor internal financial reporting?

2. Please describe how your organization's Board of Directors carries out its governing responsibilities for financial monitoring and oversight.
3. Please describe your organization's overall financial health. In your response, please address the following:
 - a. How do you manage and monitor operating cash flow? How many months of operating cash do you currently have on hand?
 - b. Do you have a Board approved operating reserve policy? If so, please describe your policy, how you manage to this policy, and your current operating reserve balance.
 - c. Do you have a line of credit or debt? If so, please describe to whom, how much is owed, and why debt financing was utilized.
4. Please describe your organization's revenue strategy (i.e. is your goal to have 50% earned revenue and 50% contributed revenue)? What steps have you taken as an organization to diversify revenue sources and plan for long-term financial sustainability?
5. Please list your top 5 donors, the percentage of revenue contributed by each donor, and describe the sustainability of these donations over the next five to ten years.
6. How are your Board members involved in fundraising and prospective donor identification and cultivation?
7. Please tell us about any major changes you are anticipating in your revenue streams or expenses, including changes that impact your budget and/or funding request.
8. Will debt financing be used for this capital project? If so, provide source, amount, interest rate, loan term, and repayment plans.
9. How will this project impact your operational costs? If this increases your expenses, how will you cover the additional costs?
10. If your request is for renovation or construction, how do you plan on covering ongoing maintenance (costs) for your new facility?

Attachments

- Executive Director/CEO/President resume
- Provided Excel Templates (<https://peterkiewitfoundation.org/application-templates/>)
 - Board member list
 - Donor information worksheet
 - Core services and programs
 - Revenue composition trends
- Most recent strategic plan
- Theory of change, if available
- Operating Budget
 - Annual Board approved organization operating budget
 - Year-to-date organization operating budget vs. actual
 - Three-year proforma operating budget
- Project Documents
 - Detailed project budget
 - Relevant attachments (floor plans, front elevation, building footprint, etc.)
- Internal comparative financial statements detailing most current month end compared to prior year end
 - Statement of financial position (balance sheet)
 - Statement of activities (income statement)
- Most recent audited or reviewed financial statements