

PETER KIEWIT FOUNDATION

Capital Funding Application

Organization Legal Name

City, State

Grant Request Amount

Contact Information

Organization Contact

Full Name

Title

Phone

Email

Request Contact

Full Name

Title

Phone

Email

Finance Contact

Full Name

Title

Phone

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	(Entire project, all years)
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 PKF-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 efficiency 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. 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

Please note, these questions pertain to the organization wholistically, not solely this capital campaign.

Overall Fiscal Management

1. How do you approach financial goal setting and performance tracking? What is the role of the board in setting financial goals and monitoring results toward them?
2. What types of planning and reporting are you doing to quantify your financial goals and monitor progress against them? How are strategy development and financial planning connected?
3. What are the most significant challenges and opportunities on the horizon that will likely disrupt or support your organization's operating profitability and/or levels of savings?

Business Model

4. What are your most reliable and primary operating revenue streams? Which important revenue streams are most at risk and why? Where do you see the most opportunity for new revenue and diversification of revenue sources?
5. How will this project impact your operational costs? What strategies are you pursuing to achieve full cost coverage? If this project increases your expenses, what is the organization's plan (and timeline) to again achieve profitability?
6. Have you examined alternative budget scenarios should operating performance miss plan? Do you have a practice of reforecasting when revenue or costs are materially off budget?

Balance Sheet

7. Does your organization have an operating cash reserve? What are your working capital and longer-term reserve goals, and how do you strive to meet them?
8. How do you address the wear and tear on fixed assets – i.e., through what combination of surpluses and special fundraising? Have you considered requests, to donors, for facility reserves or deferred maintenance?
9. Will debt financing be used for this capital project? If so, provide source, amount, interest rate, loan term, and repayment plans. Why is debt financing the best option for your project? What alternatives were explored?

Attachments

- ☐ Executive Director/CEO/President resume
- PKF-Provided Templates (<https://peterkiewitfoundation.org/application-templates/>)
 - ☐ Board member list
 - ☐ Donor information worksheet
 - ☐ Core services and programs
 - ☐ Organization Revenue Trends
 - ☐ CEO/President/Executive Director Attestation
- ☐ 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