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**PETER KIEWIT**  
 FOUNDATION

## Renewal Operating 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:		Fiscal Year End:	MM/YYYY
Established:	Year	Number of Locations:	Number
Organization Type:			
Mission Statement:			

### Request Information

Brief Request Summary: *(Approx 2-3 sentences.)*

**Number of years funding requested:**

### Funding Summary

Total Operating Budget	<b>\$ xx,xxx</b>	<i>(Entire budget, all years)</i>
Funds Available	\$ xx,xxx	xx.xx% of TPC
Balance Needed	\$ xx,xxx	xx.xx% of TPC
Amount Requested	\$ xx,xxx	xx.xx% of TPC

## Organization Details

Please provide the following attachments.

- Executive Director/CEO/President resume (*if changed since the last PKF grant*)
- Theory of change or Logic Model, *optional*
- PKF-Provided Excel Templates
  - Board member list
  - Donor information worksheet

## 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. 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.

Please provide the following attachments.

- Revenue composition trends (PKF-Provided Excel Template)
- Multi-year operating budget matching year(s) included in request
- Most recent audited or reviewed financial statements

### **Additional Information**

*Your Community Investment Officer may provide additional questions specific to your organization and/or renewal request. Please see your email for these.*