

# PETER KIEWIT FOUNDATION

## Application Checklist – Program Funding

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

### Organization Information

Legal Name, DBA (doing business as), EIN, Tax Status Type, Address, Phone, Website, Fiscal Year End Date

### Fiscal Sponsor Information, if applicable

Fiscal Sponsor Name, EIN, Address, Phone, Website, Fiscal Year End Date, Contact Name & Title

### Contact Information

- Organization primary contact information (name, title, phone, email)
- Proposal primary contact information (if different than above)

### Organization Details

1. What is your mission?
2. What issue are you working to address? Include data and statistics that illustrate the need. (500 words)
3. Tell us about your programs/services, how they support your mission, and how they address the need described above. (500 words)
4. Tell us about the people and populations you serve. Please include demographics and data/statistics. (150 words)
5. Tell us about any major changes you've experienced in the last three years (e.g. a new executive director, a major new source of funding, a new program). (250 words)
6. Where do you provide services?
  - a. Omaha/Council Bluffs MSA
  - b. Lincoln
  - c. Greater Nebraska
  - d. Southwest Iowa
7. What is the primary county where services are provided?
8. Staff Composition
  - a. Number of full-time staff
  - b. Number of part-time staff
  - c. Number of executive staff
  - d. Number of volunteers

### Financial Information

1. Please give us a breakdown of your sources of operating revenue (e.g. 30% government funding, 30% grants, 10% individual donors, 30% earned income). We're looking for an overview, not specific funders.

2. What percent of your revenue is earned (vs. contributed through grants or donors)?
3. What is your current operating reserve balance?
4. How much cash do you currently have on hand?
5. Do you have an endowment? If so, what is the balance and spending policy? *(150 words)*
6. Do you have debt? If so, to whom and how much is owed?
7. Please tell us about any major changes you are anticipating in your revenue streams or expenses. *(250 words)*

### **Funding Request Summary:**

Total Program Cost  
 Funding Available  
 Balance Needed  
 Requested Amount

If you are requesting multiple years of support, please break down your requested amount by year. (example: Year 1: January 1, 2020 – December 31, 2020; \$20,000)

### **Project Details**

1. Program Title *(Complete this sentence: To provide XX years of program support for PROGRAM NAME.)*
2. Is the program you are requesting funds for a pilot/new program? *(Y/N)*
3. What need does your program address? Include data and statistics that illustrate this need. *(500 words)*
4. How does your program address this need? Please tell us about the program and how it is delivered. *(500 words)*
5. What people and populations does your program serve? Please include demographics and data/statistics. *(150 words)*
6. Where do you provide services?
  - a. Omaha/Council Bluffs MSA
  - b. Lincoln
  - c. Greater Nebraska
  - d. Southwest Iowa
7. What is the primary county served by this project?
8. What is the population count of the primary geographic area in which your program is delivered? *(Enter a number or "statewide")*
9. How has the community and/or the people you serve been involved in identifying the need for the program and providing input into how the program is designed and implemented? *(150 words)*
10. Tell us how this program impacts the populations and communities it serves. Feel free to share anecdotes or (we'll be asking you about data in the next question). *(250 words)*
11. How do you know this program is effective? Please share information and data that demonstrates the scale and impact of the program. It's fine to share outputs (e.g. # of trainings provided, # of people served), but we also want you to share data about the program's impact on the community and the people it serves (e.g. % of clients who became employed, # of youth who graduated college on time) *(500 words)*
12. For a new program, please share models or research that suggests the program will be effective. *(250 words)*
13. Other than what you've already shared in this application, is there anything else we should know about this program and why you are positioned to deliver it effectively? *(250 words)*

14. Outside of this program, do you have any other specific needs at this time that, if met, would help you be more sustainable and successful? (e.g. professional development or coaching, technical assistance, specific equipment or IT, something else?) (150 words)

### Attachments

- Board member list
- Most recent audit or reviewed financial statements
  - Check here if you are a new organization or do not yet have these
- Organization Operating budget
- YTD balance sheet
- Budget v. actuals income statement
- Most recent strategic plan
- Executive Director/CEO/President resume
- Detailed program budget
- Donor information worksheet
- Anything else that would help PKF better understand your project