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**PETER KIEWIT**  
 FOUNDATION

## Application Summary – General Operating Funding

Organization Legal Name

City, State

Grant Request Amount

### Contact Information

#### Organization Contact

Full Name  
 Title  
 Phone  
 Email

#### Request Contact

Full Name  
 Title  
 Phone  
 Email

### Organization Information

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

### Request Information

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

Number of years funding requested: #

#### Project Funding

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, COVID, 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 organizations 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. Do you have any other specific needs or challenges at this time, that if met, would help your organization be more successful? Have these been included in your budget and planning? Why or why not?
10. Is there anything else we should know about your organization and why you are well-positioned to do this work?

## 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 primary sources (government, foundations, corporations, individuals, earned program service income, fundraising events) of revenue and how diverse funding sources are maintained. We are looking to understand how much of your revenue comes from different sources, not specific funders.
5. 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.

## Attachments

- Most recent strategic plan
- Executive Director/CEO/President resume
- Most recent audited or reviewed financial statements
- Most recent IRS Form 990
- Provided Excel Templates
  - Core services and programs
  - Board member list
  - Donor information worksheet
  - Funding request summary
- Operating Budget
  - Annual Board approved organization operating budget
  - Year-to-date organization operating budget vs. actual
  - Multi-year operating budget matching years included in request, if applicable
- 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)