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PETER KIEWIT
 FOUNDATION

General 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/DD
Established:	Year	Number of Locations:	Number
Full-Time Staff:	Number	Part-Time Staff:	Number
Organization Type:			
Mission Statement:			

Request Information

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

Number of years funding requested: #

Funding Summary

Total Operating Budget	\$ xx,xxx	<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

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 the outcomes listed in question #5.
7. What are your organization's top 3 goals over the coming year(s) 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?

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.

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
- Theory of change or Logic Model, *if once exists for your organization*
- Most recent strategic plan
- 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)
- Most recent audited or reviewed financial statements