



## THE AHMANSON FOUNDATION

### Proposal Checklist

**NOTE:** Not everything on this list may apply. For clarification, please contact your assigned program representative.

I. **Cover Letter** describing the project and the amount of money requested, signed by the Executive Director

#### II. Proposal Narrative:

##### 1. **Organization**

- a. State organization name, as recognized by the IRS (i.e. name listed on the IRS letter of determination)
- b. Share mission and history
- c. List and describe programs and numbers served in each
- d. Share measures of success of programs/organization
- e. Describe population served
- f. Describe staff (# full-time/# part-time/# volunteers and include bio of Executive Director)
- g. Describe Board of Directors expectations (i.e. committees, % giving, give/get requirement, terms, quorum)
- h. Describe major changes within your organization/field (recent past or anticipated)
- i. Financial
  - i. *Revenue*: List revenue categories by percentage for most recently completed FY
  - ii. *Institutional Support*: List top ten recent grants from foundations and/or corporations – (include name of institution, grant amount, FY received, designation)
  - iii. *Deficits*: If the organization has run an operational deficit within the two most recently completed FY's, or are projecting a deficit for the current FY, provide a short narrative explanation.
  - iv. *Liquidity*: TAF uses the [Nonprofit Finance Fund's formula](#) for calculating unrestricted liquid net assets. Use this formula to calculate the organization's liquidity. If the organization has negative liquidity, provide a short narrative explanation. If you have questions, please contact your Program Officer. Provide the month/year and source from which your calculation is based. For example, "As of our June 2016 Audit, we have \$X or # months of unrestricted liquid net assets."
  - v. *Reserves*: Does the organization have a reserve policy? If so, describe.

##### 2. **Project**

- a. Describe the project (include the need, any timeline, consultants/vendors, permits needed, anticipated results, possible obstacles, how the project might be sustained beyond the current funding period) AND how this will enhance your organization's programs/goals?
- b. Financial:
  - i. List of secured project funders (pledged/received) with corresponding donation amounts\*
  - ii. List of pending project funders with corresponding request amounts\*
  - iii. List of prospective project funders with corresponding request amounts\*

\*Individuals should be aggregated

#### III. Attachments:

##### 1. **Organization**

- a. Current Annual Operating Budget with YTD actuals
- b. Projected Operating Budget for next FY, if available
- c. Audited Financial Statements for the two most recently completed FYs. If your organization has not yet received the most recent year's audit OR is not subject to an audit requirement, submit a draft audit or an internal year-end financial statement (Profit and Loss Statement and Balance Sheet).
- d. If you have a fiscal receiver, fall under the United States Conference of Catholic Bishops, or are under an umbrella organization, submit evidence of your affiliation.
- e. Board of Directors list with professional affiliations

##### 2. **Project**

- a. Detailed line-item budget for the project, including how TAF funds would be allocated
- b. Corresponding quotes, bids, invoices that match the budget