



## THE AHMANSON FOUNDATION

### Proposal Checklist

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

II. **Proposal Narrative:**

#### Organization

1. State organization name, as recognized by the IRS (name listed on the IRS letter of determination)
2. Describe mission and history
3. List and describe programs and numbers served in each
4. How do you measure impact? Share outcomes that illustrate your impact.
5. Describe population served
6. Describe major changes within your organization/field (recent past or anticipated)

#### Leadership/Governance

1. Describe staff (# full-time/# part-time/# volunteers and include bio of Executive Director)
2. Describe Board of Directors expectations (committees, % giving, give/get requirement, terms)

#### Financial

1. *Revenue*: List revenue categories by percentage for most recently completed FY
2. *Institutional Support*: List top ten recent grants from foundations and/or corporations (include name of institution, grant amount, FY received, designation)
3. *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, please explain.
4. *Liquidity*: Use the Nonprofit Finance Fund's calculation to assess how many months of liquid cash you have available. If there is negative liquidity, please explain.

$$\text{Months of Unrestricted Net Assets} = \frac{\text{Unrestricted Net Assets} - (\text{PPE}^* - \text{PPE Debt})}{(\text{Total Expenses}/12)}$$

*\*PPE: Property, Plant & Equipment*

5. *Reserves*: Does the organization have a reserve policy? If so, describe.

#### Request

1. Describe the project (include the need, 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
2. If the request involves renovations or alterations to property, does the organization own or lease the property? If leased, what are the current terms of the lease?
3. Financial:
  - a. List of secured project funders/financing (pledged/received) with corresponding amounts\*\*
  - b. List of pending project funders/financing with corresponding request amounts\*\*
  - c. List of prospective project funders/financing with corresponding request amounts\*\*

*\*\*Individuals should be aggregated*

III. **Attachments:**

#### Organization

1. Current Annual Operating Budget with YTD actuals
2. Projected Operating Budget for next FY, if available
3. 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).
4. 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.
5. Board of Directors list with professional affiliations

#### Request

1. Detailed line-item budget for the request, including how TAF funds would be allocated
2. Corresponding quotes, bids, invoices that match the budget

NOTE: *Not everything on this list may apply. For clarification, please contact your Program Officer. Please do not bind your application or put your application in a presentation folder. Please paginate.*