



## THE AHMANSON FOUNDATION

### Proposal Checklist – Capital Project

#### Cover Letter

1. Describe the project and the grant amount requested, signed by the Executive Director.

#### Organization

1. Confirm organization name, as recognized by the IRS letter of determination.
2. Describe history and mission.
3. Describe population served (include age, gender, ethnicity, economic status, and geography).
4. Describe each of your programs and numbers of individuals served in each program.
5. Describe if/how you partner with other organizations and share names of those organizations.
6. How do you measure impact? Share outcomes that illustrate your impact.
7. Describe major recent or anticipated changes within your organization/sector. (i.e. leadership changes, new programs, legislation, contracts, mergers, etc.)

#### Leadership/Governance

1. Executive Leadership: Include professional experience, volunteer experience, educational background, tenure in organization and positions held, and other relevant experience.
2. Staff: Include # full-time employees, # part-time employees, and # active volunteers.
3. Board of Directors: Include professional and lived expertise, length/limits of board terms, committees, give/get requirement, and % of members who give.

#### Financial

1. Revenue: List revenue categories by percentage for most recently completed FY. (i.e.: corporations, events, foundations, government contracts, individuals, investment income, program revenue/fees, etc.)
2. Institutional Support: List up to ten recent grants (three years) from foundations and/or corporations (include name of institution, grant amount, FY received, and restrictions, if any - exclude government contracts).
3. Cash on Hand: Please provide days/months of cash on hand. If atypical, please explain.
4. Deficits: If the organization has run an operational deficit within the two most recently completed FY's, or is projecting a deficit for the current FY, provide context.
5. Reserves: Does the organization have a reserve policy? If so, briefly describe policy and share current balances of reserves.
6. Endowment: Briefly describe any permanently restricted or board designated endowments and include current balances.

#### Request

1. Describe the project (define the need, objective, anticipated results, and possible obstacles).
2. If request is part of a multiphase campaign, provide an overview of each phase (including timeline, budget, and secured funding).
3. Timeline: Include start date, end date, and permit, if applicable. If this project is part of a multi-phase campaign, provide a brief overview of all phases.
4. Describe consultant/vendor selection process and outcome.



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5. If the request involves renovations or alterations to property, does the organization own or lease the property? If leased, what are the current lease terms?
6. Financial:
  - a. List secured project funders/financing (pledged/received) with corresponding amounts and any restrictions\*
  - b. List pending project funders/financing with corresponding request amounts and any restrictions\*
  - c. List prospective project funders/financing with corresponding request amounts and any restrictions\*
  - d. If any board members are contributing to this project, describe (i.e. professional expertise, financial contributions, etc.)

\*Individuals should be aggregated

### Organization Attachments

1. Current Annual Operating Budget for 12 month period
2. Current Annual Operating Budget with YTD actuals
3. Projected Operating Budget for next FY, if available
4. 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).
5. If you have completed a fiscal year that has not had an accompanying audit, provide the actuals - There should be no gap in fiscal year budgets: (i.e. FY 24 budget, FY 23 actuals, FY 22 audit, FY 21 audit)
6. If you have a fiscal sponsor, are under an umbrella organization, or fall under a religious affiliation, submit evidence of your affiliation
7. List of Board of Directors with professional affiliations (excluding contact information and biographies)

### Request Attachments

1. Detailed line-item budget for the request, including how Foundation funds would be allocated (please note that the Foundation will not fund contingencies over 10% or staff costs)
2. Provide current, finalized quotes/bids/invoices from all consultants/vendors that directly correspond to the detailed line-item budget (current = within the last six months)
3. Photos/renderings, if applicable

### Miscellaneous

- *Please paginate.*
- *Please use a legible font size.*
- *Not everything on this list may apply. For clarification, please contact your Program Officer.*
- *Please email this proposal to your Program Officer.*