

Rubric of Funding Document
PADM 4000-Spring 2009
Seminar in Nonprofit Leadership

1. Begin with a thesis
Example: I recommend our Seminar in Nonprofit Leadership Class grant \$2,200 to HIS Life Foundation for Reading Pays. My recommendation is based on their fit with our priorities, their access to children who are reading below grade level, their research on effective supplemental reading programs, their choice of a tested curriculum, and their capacity to carry out the program.
2. Describe the organization and its history, mission, values, and programs.
3. Defend your thesis in the body of the paper.
Example:
 - a. Fit with our priorities because they have access to children who are reading below grade level.
 - i. Target population
 - ii. Success with past outcomes
 - iii. Findings from site visit and interviews
 - b. Research on effective supplemental reading programs
 - i. Programs found through research
 - ii. Best practice programs
 - c. Choice of a tested curriculum
 - i. Outcomes of curriculum we can expect
 - ii. Training needed for use of this curriculum
 - d. Capacity to carry out the program.
 - i. Capacity analysis
 - ii. Financial analysis
4. Conclusion

Definitions

What is a capacity analysis?

- 1) Have they completed similar projects?
- 2) Do they have the trained staff and/or volunteers to complete the project?
- 3) Do they have the facility or use of a facility where the project will occur?
- 4) Do they have the hardware and software they need?

What is a financial analysis?

- 1) Is the audit clean?
- 2) Calculate the ratios from the latest 990:
- 3) Days' Cash
- 4) Days' Receivables
- 5) Cash Flow to Total Debt
- 6) Debt to Net Assets
- 7) Total margin
- 8) Operating Margin
- 9) Determine who "owns" the nonprofit (funder supplying the majority of their revenue).
- 10) Is the organization financially sound enough to use our grant as intended and to track it responsibly?

