



To begin the application process, select one of the options below:

1) Create an Organization Account

To create an account click here: [Create an Account-Omaha Award](#)

You will be prompted to create an account with a password. We recommend that your organization establish only one account and password to be shared by staff members in your organization who are responsible for submitting grant requests. **An email address will be required and we recommend you consider a generic address** (e.g. [info@yourorganization.org](#)).

NOTE: If your organization has already created an account through a prior application with the Suzanne & Walter Scott Foundation, Dixon Family Foundation, Parker Family Foundation, Amy L. Scott Family Foundation, Lori & David Scott Foundation, or Singer Family Foundation you do not need to create a new account. Please start a new application.

2) Start a new Application

To start a new application click here: [Start a New Application-Omaha Award](#)

You must create an organization account before starting an application. (NOTE: This link can only be used to begin a new application; do **NOT** use this link to access an existing, in-progress application.)

3) Editing a Saved Application

To log in to an existing account and continue or edit an application click here: [Log in to existing account](#)

If you previously created your organization account, please log in with the same username/password information.

You can view your “in progress” applications as well as your “submitted” applications by selecting from the drop-down menu on your account screen.

The first time you apply for funding with the foundation, you will be required to fill in all of the information in the organization section. However, this information will auto-fill the next time you complete our application and should be reviewed and updated each time you apply.

To save your application and continue working on it at a later time, simply click “Save and Finish Later.”

Helpful Hints:

- Save your application often.
- Save the answers to the application questions in a word document first, and then copy and paste them into the application fields. This will prevent you from losing your data should you get kicked out of the system, lose internet connection, or forget to save your application before exiting.
- Provide concise answers.

***Below you will find format examples for submitting your “Budget vs. Actuals YTD” and “List of Committed & Potential Funding Sources.” Please refer back to these examples when completing these sections on the application. ***

Sample Budget

Description	Approved 2021 Budget	Year to Date Budget (Sept. 30, 2021)	Year to Date Actual (Sept. 30, 2021)	Notes
REVENUE				
Individual Contributions	2,000,000	1,800,000	1,500,000	
Foundation Support	1,000,000	650,000	400,000	
Corporate Support	300,000	200,000	150,000	
City Grant	100,000	75,000	25,000	
State Grant	130,000	130,000	100,000	
United Way	75,000	50,000	35,000	
Rental Income	150,000	90,000	50,000	
Special Events	50,000	35,000	-	
Investment Income	130,000	100,000	75,000	
Bequests/Memorials	-	-	500,000	
Miscellaneous Income	20,000	10,000	12,000	
TOTAL REVENUE	\$3,955,000	\$3,140,000	\$2,847,000	
EXPENSES				
Employee Benefits	400,000	325,000	300,000	
Salaries and Wages	3,000,000	2,800,000	2,600,000	
Accounting	20,000	20,000	20,000	
Legal	5,000	3,500	3,000	
Management & General	15,000	10,000	7,000	
Marketing/Advertising	12,000	7,500	6,000	
Insurance	20,000	17,500	15,000	
Utilities	15,000	12,000	11,500	
Maintenance	70,000	50,000	20,000	
Information Technology	50,000	35,000	30,000	
Internet & Phone	10,000	9,000	10,000	
Postage	2,000	1,800	1,000	
Office Expenses	15,000	12,500	9,000	
Supplies	2,000	1,000	300	
Fund Raising	150,000	105,000	65,000	
Travel	5,000	4,000	1,000	
Mileage	3,000	2,500	3,200	
Assistance to Clients	20,000	15,000	25,000	
TOTAL EXPENSES	\$3,814,000	\$3,431,300	\$3,127,000	
Net Income/(loss)	\$141,000	(\$291,300)	(\$280,000)	

Funding Sources

Committed		
Foundation	\$2,000,000	Funded
City	\$750,000	Committed, Restricted to Endowment
Foundation	\$500,000	Contingent on 100% of Funds Raised
Individual	\$250,000	Funded
Corporation	\$200,000	Committed
Individual	\$100,000	Funded, Restricted to Endowment
Individual	\$90,000	Committed
Foundation	\$75,000	Funded, Restricted to Capital
In-Kind Donor	\$60,000	Office Furniture & Installation
Total Donors Under \$25,000	\$325,000	\$150,000 Funded, \$175,000 Committed
TOTAL	\$4,350,000	
Pending		
Individual	\$500,000	Pending – Anticipate Decision March 2021
Corporation	\$250,000	Pending
Foundation	\$100,000	To Be Requested - April 2021
Foundation	\$100,000	To Be Requested – Sept. 2021
Individual	\$50,000	Pending
Individual	\$25,000	To Be Requested – Date TBD
TOTAL	\$850,000	