

Form D: Calculating Your AOI and Amount Requested

Name of Applying Organization:	
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The purpose of this form is to help you take your “Total Unrestricted Income less Inkind” (TUI) from your CDP Funder Report and convert it into your Annual Operating Income (AOI) which you will use to determine the amount of funding you may request from the Commission. What this form does is subtract the things the CDP includes as part of TUI that we do not allow as part of your AOI and add back the things that the CDP subtracts from TUI that we allow you to count as part of AOI.

Use the CDP data **for the most recently reported year**.

Enter all numbers as **positive numbers**. The form will automatically add or subtract as appropriate.

For Line 14 (percentage), enter a decimal. For example, if you are allowed to request 15% of your AOI, enter **.15**, 2.5% would be **.025**, etc.

Shaded lines will auto-calculate.

1.	Enter Total Unrestricted Revenue Less In-kind from the CDP Funder Report	
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SUBTRACTIONS: Amounts to be subtracted from Line 1:

If Line 1 includes any of the following, enter those amounts in the appropriate box:

2.	Income used for Fixed Assets (property & equipment) or Capital Improvements (*)	
3.	Temporarily or Permanently Restricted Income (*)	
4.	Value of Collections (*)	
5.	Unrealized Unrestricted Gains	
6.	Any portion of a multi-year donation recorded as unrestricted but not received (*)	
7.	Other subtractions (*)	
8.	Total of subtractions	
9.	Line 1 adjusted	

ADDITIONS: Amounts to be added to Line 1:

If any of the following apply, enter those amounts in the appropriate box:

10.	Unrealized Unrestricted Losses	
11.	Other additions (*)	
12.	Total additions	
13.	This is your Annual Operating Income (AOI)	

14.	Percentage of AOI you are allowed to Request (see Guidelines, Table A)	
15.	Amount Requested	

(*) If you entered any amounts on Lines 2, 3, 4, 6, 7, or 11, you must complete the **Notes** section of this form on the following page.

Multi-year Donations: The CDP has expressed to us that there is a way to properly record multi-year donations in the year in which they are spent. Please call them if you are not doing this.

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Name of Applying Organization:

If you have entered any of the following items (Lines 2, 3, 4, 6, 7, 11) as unrestricted sources of income in your CDP profile, you must use this form to describe those amounts and explain why they were included. If you have a source of unrestricted income that was not included in the CDP as income, explain that on Line 11.

Line #	Description
2	Income used for Fixed Assets (property & equipment) or Capital Improvements
3	Temporarily or Permanently Restricted Income
4	Value of Collections
6	Any portion of a multi-year donation recorded as unrestricted but not received
7	Other subtractions
11	Other additions