



Proposal Submission Instructions

You have been invited to submit a full proposal, please log back into the Grantee Portal and navigate to your request to add the required information for a full proposal submission. Your request will be found in the REQUESTS – Requests to Edit.

To prepare your submission, please review the following questions and list of required uploads. When you are entering your data into your request, you will have the opportunity to save and return to it later.

Complete the following sections:

Organization Information - add the following contact information.

- Primary Contact: You are the primary contact for this request
- Primary Signatory: Select or add the person who will sign the grant agreement
- Project/Program Director: optional
- Controller: Select or add the person authorized by your organization to provide banking and tax information (This is required. Controller will receive specific instructions via email.)

Full Proposal

About your Organization (2 pages/1000 words maximum)

Please tell us a little bit about your core programs and activities, and the current state of your board, staff, and finances. What are you doing to build your organization's long-term stability? How are you addressing anticipated changes related to your long-term stability? Be sure to include key partnerships or collaborations relevant to this request.

Financial Narrative

Program finance narrative to clarify budget

Please upload:

1. Completed Program Budget (Download the [Proposal Budget spreadsheet](#)).
2. Organization or department's total operating budget for the current year
3. List of Board of Directors with professional affiliations including Advisory Board if utilized.
4. Link to your most recent annual report.
5. Donors List and amounts contributed from most recent fiscal year.
6. IRS determination letter, granting current section 509(a)(1) or 501(c)(3) tax-exempt status.
7. Latest audited financial statements with certification.

When you are entering your data into your request, you will have the opportunity to save and return to it later.

To submit, click **Save and Close** and then click the **Submit** button on the lower right corner of your screen.

If you have any questions, please contact us at grants@colemanfoundation.org