**Email Archives: Building Capacity and Community:**

**Detailed Instructions for Proposal Submission**

All applications require three elements, which are submitted via webform.

* Proposal Information
* Upload of the following documents (via last page of webform)
  + Project Rationale, Description of Work, and Budget Narrative
  + Budget Spreadsheet
  + Resume, CV, or vita of Principal Investigator.
* Appendices (documents such as CVs for project partners, work samples, letters of support)

# Proposal Information

These fields are completed in the webform. You may begin the form and return later to finish. All applications for round one funding are due June 30th, 2020.

## Contact Information

* Principal Investigator/Primary Contact Name
* Principal Investigator/Primary Contact Email Address
* Sponsoring Organization
* Grant Management/Financial Contact Name
* Grant Management/Financial Contact Email Address
* Grant Signatory Name

## Proposal Summary

* Project Title
* Amount Requested
* Project Begin Date
* Project End Date
* Proposal Abstract (200 words maximum)

## Collaborators/Consultants

* Does this proposal include any collaborators from outside the sponsoring organization?
* If yes, Collaborating Organization Name(s)
* If yes, Consultant Name(s)

## Diversity, Inclusion, and Anti-Discrimination

* Diversity, Equity, and, Inclusion
  + Please describe specific steps that your organization or unit has taken to add to the diversity of your workforce, to address equity issues, and/or to build a more inclusive working environment, and/or steps you propose to take in regard to these areas in the administration of the project for which you are seeking funding.
* Anti-Discrimination and Diversity Statements
  + Text of or links to institutional policy statements.

## Financial Health/Risk Management

* Financial Health
  + Has your organization experienced any financial difficulties and/or deficits in the last three fiscal years?
  + If yes, please explain.
* Leadership Changes
  + Has your organization recently experienced, or does it anticipate, any leadership changes and/or significant staff turnover?
  + If yes, please explain.
* Intellectual Property
  + If the proposed grant activities include the distribution of digital works or the creation of digital technology and/or digital products, such as software, databases, audio or video recordings, podcasts, and websites, please include a draft intellectual policy statement.
* Investment Income
  + The Andrew W. Mellon Foundation and The University of Illinois expect that spendable grant funds will be managed in a prudent manner that will reflect the purpose and terms of the grant, with the understanding that any interest or investment income earned on the funds will also be applied towards the purpose and terms of the grant.  Please provide the sponsoring organization's grant management policy for investment income and/or describe how these requirements will be met.
* Strategies for Successful Grant Execution
  + Are there any factors that could potentially impede the timely and successful execution of grant activities and goals? (Consider, for example, the achievability of the project timeline, availability of qualified personnel, ability to secure necessary agreements, and capacity to obtain any remaining project funding).

# Project Rationale, Description of Work, and Budget Narrative

On the last page of the webform, you will upload a word document of no more than 12 pages single-spaced, in 11-point font, that explains the proposed activities of, and rationale for the project, using the following categories as an outline. (A template is supplied on the project website for this purpose.)

While the substance and form of narratives will vary based on the proposed project, all narratives should provide the following information:

**Proposed Activities and Rationale**

State the reason for the project, including an explanation of why it is important to the organization, its constituencies, and the field which it operates, and the extent to which such activities are being addressed by other organizations in the field.

**Schedule**

Provide a schedule describing the major activities to be carried out and the division of responsibilities for the different components of the project.

**Outcomes and Dissemination**

A description of expected outcomes and benefits of the project with a description of the criteria to be used to assess the progress and success of the project.

**Sustainability**

Provide an account of how the organization will ensure the longer-term sustainability of project results and/or institutional changes supported by funding.

**Budget Narrative**

The budget narrative should describe and justify the cost assumptions for each expenditure category. It should not introduce new features of the project beyond what is presented in the Proposal Narrative section. It is also possible to add up to three custom categories. If it is necessary to provide more detailed cost assumptions and breakdowns, please include a table. Please also describe contingency plans if the full project funding does not become available.

Expenditure Categories to consider include:

Salaries and Wages – Program: Total salaries, excluding benefits, for all programmatic employees, which may include salaries, stipends and/or course releases for project director and project staff. The budget narrative should list the base salary, (where applicable) the stipend and/or course release amount for each position, the number of people in each position, and, if applicable, the FTE percentage allocation.

Salaries and Wages – Fellowships and Residencies: Total salaries, excluding benefits, for all fellowships, residencies, and student internships. The budget narrative should list the base salary or stipend amount for each fellow or resident, the number of people in each position, and, if applicable, the FTE percentage allocation.

Salaries and Wages – Other: Total salaries, excluding benefits, for any other staff not included in the above salary categories. The budget narrative should list the base salary for each position, the number of people in each position, and, if applicable, the FTE percentage allocation.

Benefits: Total benefit costs related to personnel involved with the proposed grant activities, including pension contributions, health insurance, and any other benefits. The budget narrative should describe how benefit costs were calculated.

Travel: Total travel costs, including expenses for all modes of transportation, meals, lodging, mileage reimbursements, and per diem payments. The budget narrative should provide a breakdown of the costs by activity and include the number of people and travel days. Please include the sources for the travel cost estimates.

Conferences and Meetings – Non-travel: Total non-travel costs associated with conferences, meetings, and workshops, including registration, catering, and facilities costs. The budget narrative should provide a breakdown of the costs by activity. Please note: funding of meal or catering expenses and venue rentals may vary depending on the project. Applicants should consult with program staff before including such expenses in the grant budget.

Equipment and Supplies: Total equipment and supplies costs, including any anticipated shipping, licensing, maintenance, and insurance costs. The budget narrative should include an itemized list of equipment and supplies to be purchased or leased along with the cost assumptions.

Consultants and Other Professional Services: Total consultant and other professional services costs not included in other budget categories. The budget narrative should describe any existing and/or anticipated agreements with third parties, including consultants and/or other vendors. The narrative should include a description of the work to be performed, whether the amount is based on a fixed price, or hourly or per diem rate, and whether it includes anticipated travel or other additional expenses. See also the Andrew W. Mellon Foundation’s “Guidelines for Grants Involving Consultants and/or Contractors.”

Promotion, Marketing, and Advertising: If applicable, the total funds allocated for all promotion, marketing, and advertising costs associated with the proposed grant activities.

Additional Budget Categories: If applicable, the total funds allocated for use in any additional budget categories. Please describe the allocated amount and purpose for each category. Please add the custom category name to each budget period, even if there is no expenditure in that period.

# Budget Spreadsheet

On the last page of the webform, you will upload a budget spreadsheet, using the supplied template. Please note the following:

* Budget categories must correspond to those in the budget narrative. Up to three custom categories are included.
* If you have questions as to whether a particular expense type is allowed, please contact project staff. The following will not be supported:
  + Institutional cost recovery (ICR) or overhead.
  + Salary enhancements or subventions for current full-time staff.
* Cost share is not required and should not be included in the grant budget.
* The spreadsheet should be in .xlsx or .pdf format.

# CV for Project Director/Principal Investigator

On the last page of the webform, please upload a current CV, vita, or resume for the Principal investigator in .docx or .pdf format.

# Appendices

On the last page of the webform, please upload a single file containing any supplementary information you wish to include, such as CVs for co-PIs, project partners, work samples, and letters of support. The file should be in docx or pdf format.