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

**Detailed Instructions for Proposal Submission**

Please upload a Word document of no more than 12 pages single-spaced, in 12-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 in which it operates, and the extent to which such activities are being addressed by other organizations in the field.

**Work Plan and Schedule**

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

**Summary Statement of Work and Project Deliverables**

The work plan and schedule should be concise and include the following deliverables. Ideally, they would be provided in a table, and with proposed dates of delivery added. Sample deliverables:

* Submission of invoices on a quarterly basis (or less often, if desired)
* Submission of semi-annual budget and narrative reports
* Development of project website
* Public release of any documentation
* Report of stakeholder meetings
* Production release of software (preferably through the Open Preservation Foundation)
* Public release of documentation and outreach/training materials

**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.

**Sustainably**

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 – Fellowships and Residencies: Total salaries, excluding benefits, for all fellowships, residencies, and scholarships. 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 – Program: Total salaries, excluding benefits, for all programmatic employees, which may include salaries, stipends and/or course releases for the principal investigator, project director, artistic staff, and/or faculty. The budget narrative should list the base salary, 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 – Administrative: Total salaries, excluding benefits, for all administrative employees involved in the grant-funded project or activities, which may include salaries for executive, finance, communications, and/or clerical staff. 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.

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 (including Artist Fees): 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, artists, 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 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.