

Guidelines for submitting an online proposal

Prince Charitable Trusts Washington, DC Program

Prince Charitable Trusts Washington DC Program does not accept unsolicited proposals. Your organization must be invited to apply. Once you have received an invitation, you may access our online system, **[eGrant.net](#)**, by **[clicking here](#)**. Proposal submission dates are indicated on the website and in your invitation from Prince Charitable Trusts.

NOTE: Instructions are provided below for Full and Abbreviated Proposals. Your invitation should indicate which type of proposal to submit. If you are uncertain, please contact staff via the contact information provided below.

eGrant.net allows you to save your work, and to close and go back to edit before submitting. Proposals should be submitted only during the submission period listed on your invitation. Once a proposal is submitted, it cannot be edited further

How to access eGrant.net:

- Click here to open **[eGrant.net](#)** or **<https://princetrusts.egrant.net>**
- A “Welcome to eGrant.net, the electronic gateway for Prince Charitable Trusts” page will open. **Register** your organization by creating a login (at least six characters) and password. The login and password will need to be used each time you sign in to eGrant.net. If you have registered with Prince in the past, please use your previous login and password. If you have registered on eGrant.net with a funder other than Prince Charitable Trusts, you will have to register separately with Prince to access our online application system.
- On the “**Welcome to the Menu for Prince Charitable Trusts Grant Application**” click “**Create New Application**” button at the bottom of the page.
- Click **Grant Application** page, which begins with Applicant Information. The information required on that page serves as a Cover Sheet for your proposal.

Instructions for Full Proposals:

After completing the **Applicant Information**, you will be directed to the page titled **Grant Application**. The Application Form includes the following:

1. A summary of your organization’s mission and main activities (250 words or less)
2. A summary of the grant request (250 words or less)



3. The proposal narrative of 3-5 pages in length in Times New Roman 12 point type (as a .pdf attachment). The proposal should include:
 - a. A brief description of the history, purpose and activities carried out by your organization
 - b. A description of what you propose to do with Prince funding.
 - c. A statement as to the need for support and what you intend to accomplish and how you will reach your intended outcomes.
4. A list of foundation and corporate supporters and the amount contributed for the current and previous fiscal years (as a .pdf attachment)
5. Both current and previous year operating budgets (as .pdf attachments)
6. Both current and previous year project budgets, if applicable (as .pdf attachments)
7. A copy of the most recent audited financial statements (as a .pdf attachment)
8. A list of your board of directors (as a .pdf attachment)
9. Your organization logo in .jpg format (color is preferred, if available)
10. Photo illustrating your work in .jpg format. One photo is required. Up to two additional photos may be submitted. (color is preferred, if available). Please include photo credit. Only submit photos that we may use on PCT's website and/or Instagram feed. **DO NOT SUBMIT PHOTOS IN .PDF FORMAT.**
11. Optional Attachments. You may upload additional support materials (e.g., reviews, articles, reports, etc.)
12. The URL link to your most recent Annual Report (if available)

Instructions for Abbreviated Proposals:

After completing the **Applicant Information**, you will be directed to the page titled **Grant Application: Grant Information**. Please provide the following information:

1. A brief **Summary of Grant Request**, similar to the summary that you previously entered on the Prince Cover Sheet.
2. Narrative about your organization and the need for support. In this space, **in lieu of a narrative**, you only need to upload a 1-2 page letter that would be sent to an individual donor or for an Annual Appeal highlighting recent accomplishments and future goals. Please also include a link to an annual report that has summary financial statements.
3. Organization Logo in .jpg format (color is preferred, if available)
4. Photo illustrating your work in .jpg format. One photo is required. Up to two additional photos may be submitted (color is preferred, if available). **PLEASE DO NOT SUBMIT PHOTOS IN .PDF FORMAT.**
5. **NO OTHER ATTACHMENTS ARE REQUIRED FOR ABBREVIATED PROPOSALS.**

PLEASE NOTE: eGrant.net will not allow proposal submissions without completing all attachments requested on the application. To get around this, please attach a separate .pdf document with the phrase, "This attachment not required" in the appropriate boxes.



If you have any questions about this process, please e-mail Sharon Robison, Grants Manager, at srobison@princetrusts.org or call **312-216-1962**.

If the on-line grant system is not functioning, please notify staff immediately and we will determine an alternate plan for submission.

Thank you.

The Trusts make grants only to charitable organizations that are exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and are classified as public charities under Sections 509(a)(1) or 509(a)(2).

- The Trusts do not fund projects that promote or proselytize any religion. While we do fund the projects of faith-based organizations, those projects must be secular in nature.
- The Trusts do not fund organizations that discriminate on the basis of ethnicity, race, color, creed, religion, gender, national origin, age, disability, marital status, sexual orientation, gender identity, or any veteran's status.

