

# Guidelines for submitting an online proposal

## MacArthur Fund for Culture, Equity, and the Arts at Prince

All grants from the MacArthur Fund for Culture, Equity, and the Arts at Prince are for general operating support. All proposals must be submitted through [eGrant.net](https://princetrusts.egrant.net).

### How to access eGrant.net:

- Click here to open [eGrant.net](https://princetrusts.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 placed here is about the special request you want to be considered by the Trusts.

### Here is the information you’ll be asked to supply:

1. The MacArthur Fund cover sheet which is available by clicking this [link](#).
2. A summary of your organization’s mission and main activities (250 words or less)
3. A summary of the grant request (250 words or less)
4. 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 brief description of the history, purpose and activities carried out by your organization
  - A description of what you propose to do with Prince funding
  - A statement about the need for support, what you intend to accomplish and how Information about the diversity of your board and staff [see chart in cover sheet]
  - A brief description of the population you serve including numbers served
  - Recognition from the field and collaborations with other cultural institutions
5. A list of foundation and corporate supporters and the amount contributed for the current and previous fiscal years (as a .pdf attachment)



6. A current and previous year's operating budget (as .pdf attachments)
7. A current and previous year's project budget if applicable (as .pdf attachments)
8. Audited financial statements from your most recently completed fiscal year (as a .pdf attachment). If your fiscal year ends in December, we will require a 2019 audit by July 1, 2020.
9. A list of your board of directors (as a .pdf attachment)
10. Your organization logo in .jpg format (color is preferred, if available)
11. 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.
12. Please upload support materials (e.g., reviews, articles, reports, etc.)
13. URL link to your most recent Annual Report (if available). We are no longer requiring the DataArts Cultural Data Profile

### **Important notes about eGrant**

eGrant will not allow a proposal to be submitted without an attachment for each item listed. When a listed item does not apply to your submission, create and upload a "stand-in document". This is a file titled with the phrase "Attachment not required" and saved as a PDF file type. Use the stand-in document whenever applicable. For example, when applying for general operating support, upload the stand-in document for current-year and previous-year project budgets, which are not relevant for this type of support.

eGrant allows you to save and edit your work as you proceed, giving you opportunities to prepare and amend your request before submitting it. Heed the reminders from eGrant about saving your work. You may only submit your request during the submission period and once you submit, your request cannot be edited further.

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.
- The MacArthur Fund for Culture, Equity, and the Arts at Prince does not fund organizations that part of a college of university. •

