

# Prince Charitable Trusts Chicago Environmental Justice Program Application Instructions

To submit a proposal, use the [eGrant.net link here](#).

Once logged in to eGrant go to the left side bar and click on “Opportunities.” Select the Chicago grant application.

In addition to providing basic organization and contact information, [eGrant.net](#) will ask you to:

1. Complete the Grant Application Cover Sheet
2. Upload the proposal narrative (2 to 5 pages suggested) in Times New Roman 12-point type (as a .pdf). The narrative should include the following:
  - Brief description of organization’s structure, priorities, board composition, and major programs
  - (if applicable) Description of program/project for which you are requesting support
  - Tell us about the ways, if any, your organization or the proposed work is community-generated and/or community-led
  - What do you hope your work will accomplish during the period of the grant? How will you assess progress? What long-term impact do you hope to realize for the community(ies) in which you work?
3. Upload the following attachments as indicated
  - Operating budget (current and previous) (as .pdf attachment)
  - Project/Program budget (current and previous year), if applicable (as .pdf attachment)
  - A copy of the most recent audited financial statements (IRS tax form 990 acceptable if audit not legally-required) or fiscal sponsorship information, if applicable (as a .pdf attachment)
  - List of foundation, corporate, and government support (as a .pdf attachment)
  - Your organization logo in .jpg format (color is preferred, if available)
  - 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. Please do not submit photos in .pdf format.
  - Optional (other organization or program information you would like to share, if any)

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, national origin, age, disability, marital status, sexual orientation, gender identity, or any veteran’s status.

