

# Prince Charitable Trusts

## Chicago Environmental Justice Program

### Application Instructions

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

Once logged in to GoApply, click on “Opportunities” and select the appropriate proposal application.

1. To submit a proposal, use the [GoApply link here](#).
  2. In addition to basic organization and grant contact information, we ask you to:
  3. Upload the proposal narrative (2 to 5 pages suggested) in Times New Roman 12-point type (as a .pdf). The narrative should include the follow:
    - Brief description of organization’s structure, priorities, board composition, and major programs
    - (if applicable) Description of program/project for which you are requesting support
    - 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?
  4. Upload the following attachments
    - Operating budget (current year) (as .pdf attachment)
    - Project budget/Program (current year), if applicable (as .pdf attachment)
    - A copy of the most recent audited financial statements Tax form 990 acceptable if audit not legally required or fiscal sponsorship information if applicable (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, gender, national origin, age, disability, marital status, sexual orientation, gender identity, or any veteran’s status.

Chicago IL

