

PRINCE

CHARITABLE TRUSTS

2024 Washington, DC Program Application Guidance

On behalf of Prince Charitable Trusts, we thank you for taking the time to complete our application process and engage with us as a trusted partner. Note: Prince Charitable Trusts does not accept unsolicited proposals. Your organization must be invited to apply. Once you have received an invitation and reviewed this guidance you can complete and submit your application in [GoApply](#). This is a new on-line submission portal so please allow time to register and update your information.

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.

If you need additional time to submit your application please contact your program officer.

Accessing GOApply

There is a direct link to GOApply on our website at www.princetrusts.org under our Washington, DC application procedures section. Or you can use this link <https://goapply2.akoyago.com/prince>.

You will need to register for a new account even if you were previously registered through our old grants management system - eGrant, though your organization's history is still in our database. To register, you will need your organization's EIN #. You may log in as soon as you register. There is no need to wait for a confirmation email.

If you have used GOApply in your current role before, whether to apply to Prince Charitable Trusts or another funder, you will use the email address and the password used previously to create your account to access the application and report portal for Prince Charitable Trusts.

If you are new to GOApply, then you must register as a new user. When registering as a new user, you will be asked to enter your organization's EIN or manually enter organization information to establish your account. Then you will create your user password. Once your account is set up, you may use it to sign in immediately. There is no need to wait for a confirmation email."

Once you have logged in, you will land on the "Submissions" page. Click on "Opportunities" at the top of the page. Select either "DC Grant Application - Full" or "DC Grant Application – Abbreviated." Your invitation will indicate which application to use. Follow the prompts to update your organization information (we recommend you review and update this information) and then complete your application. If you have any questions or need assistance, please contact our grants manager, Sharon Robison, at srobison@princetrusts.org or the staff who sent you the invitation to apply.

Instructions for Full Proposals:

1. Complete relevant questions in **Organization Information, Grant Contact and Request Information** tabs.

2. Proposal Narrative Guidance

- a. Project/Request Description (text box)– in about 250 words or less type a brief summary of the purpose of this request into the text box.
- b. Proposal Narrative (upload file) – narrative should include the following information and be approximately 2-4 pages in length.
 - If a renewal request, a brief update on previous year’s work. Include highlights as well as challenges faced organizationally, programmatically, and financially.
 - A description of your organization's short and long term priorities.
 - How does your organization specifically advance racial equity and justice within your organization internally and externally?
 - Please feel free to share additional information that would help us understand future needs and opportunities.

3. Additional Attachments

- a. Current year operating budget (.pdf, .xlsx, .xls)
- b. Previous year operating budget (.pdf, .xlsx, .xls)
- c. A list of foundation, corporate and government support, including amounts and status (e.g. anticipated, requested, committed) (.pdf, .docx, .doc)
- d. Optional – other organization or program info you might like to share
- e. Your organization logo (.jpg)
- f. Photo illustrating your work (.jpg)

You may save a draft and exit at any time. When you log in again, you will go directly to "Submissions In Progress" where you may click on "View" to continue.

Questions marked with an asterisk (*) are required. You will not be able to submit the application without responding to these questions.

Once you click the submit button, you will see a message prompting you to keep the window open while your submission is saving. The system will let you know when the submission is complete and you may close the window.

You may review final submissions and download completed PDFs by clicking the "Submissions" tab, but you will not be able to change them.

Instructions for Abbreviated Proposals:

1. Complete relevant questions in **Organization Information, Grant Contact and Request Information** tabs.
2. **Proposal Narrative Guidance**
 - a. Project/Request Description (text box)– in about 250 words or less type a brief summary of the purpose of this request into the text box.
 - b. Proposal narrative (upload file) – in lieu of a narrative proposal, please attach your most recent annual report, annual fundraising appeal letter, a proposal submitted to another funder or something similar.
3. Additional Attachments
 - a. Organization Logo (.jpg) (color is preferred, if available)
 - b. Photo illustrating your work (.jpg) format.
 - c. Optional – other organization or program info you might like to share

You may save a draft and exit at any time. When you log in again, you will go directly to "Submissions In Progress" where you may click on "View" to continue.

Questions marked with an asterisk (*) are required. You will not be able to submit the application without responding to these questions.

Once you click the submit button, you will see a message prompting you to keep the window open while your submission is saving. The system will let you know when the submission is complete and you may close the window.

You may review final submissions and download completed PDFs by clicking the "Submissions" tab, but you will not be able to change them.

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

