

# Instructions for Submitting a Proposal

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[www.goldfoundation.org](http://www.goldfoundation.org)

## **Log in to your account:**

After reviewing the instructions below, follow the link to “Begin a new application.” You will then be prompted to log in before filling out the application. If you do not yet have a user account, you can create a new account from the log in prompt page. To do so, enter your email address, select the “I am a new online applicant” button, and click “Continue”. Select a password and enter it twice (for confirmation purposes) then click “Create Account”. A confirmation email including your password will be automatically sent to the email address you provided.

### **Important**

Please save your confirmation email as there is a link in the email which allows you to access your user account. Your account allows you to do the following:

- Save unfinished applications and return to complete them later
- Track a history of your submitted applications

## **Complete the proposal**

Once logged in, you will be taken to the first page of the proposal where you will need to provide the organization’s tax identification number, and complete a brief eligibility quiz. Next you can begin entering data. A full list of the information requested is included below. At the bottom of any page of the application you can click “Save & Finish Later.” Your saved application can be accessed through your user account.

## **Review the form before submission**

Before submitting the application, you will be given a chance to review all your entries. On the “Review My Application” page, all your entries are listed on a single page. You may change data in any field.

## **Submit the application**

When you are finished completing the application, click the “Submit” button at the bottom of the application review page. An email confirming submission will be sent to your email address.

After clicking “Submit”, you will be taken to your account home page. Among other tasks, you may open a printer-friendly version of your submitted application.

## **Submit additional documents to the Foundation**

For a proposal to be complete the Foundation must receive the documents listed below.

### **1. Project budget form**

This form and detailed instructions can be downloaded from our website at [www.goldfoundation.org](http://www.goldfoundation.org). Please complete the form and attach it to your application.

### **2. Organization’s annual budget**

Please attach your organization’s budget in Microsoft Word, Microsoft Excel, or Adobe Acrobat (.PDF) format.

### **3. Organization’s most recent audited financial statements**

If available please submit your organization’s most recent audited financial statements. If your organization has not been audited please submit the most recent fiscal year end financial statements. Please submit this document in Microsoft Word, Microsoft Excel, or Adobe Acrobat (.PDF) format, or mail it to the Foundation.

### **4. List of Board Members**

Please submit a list of your organization’s current board members including affiliations and term limits. The document should be attached to an email in Microsoft Word, or Adobe Acrobat (.PDF) format.

# Information Required for Submitting a Proposal

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[goldfoundation.org](http://goldfoundation.org)

The following is a list of information requested in the online proposal form. Where necessary, specific instructions have been included.

## Organization Information

- Tax identification number
- Address
- Phone and fax numbers
- Website address
- Number of years the organization has been in operation
- Annual budget of the organization
- Date of the last day of the organization's current fiscal year
- Geographic area served
- Organization's financial health  
Please summarize your organization's current financial situation, including major sources of support for your organization
- Organization capacity  
Briefly describe the organization's accomplishments and capacity to manage the proposed projects. 1-2 paragraphs
- Number of paid staff
- Number of board members
- Board President  
Name, title, email address, and phone number
- Fiscal sponsor information (if applicable)  
Please provide the following: (1) Name of and tax identification number of fiscal sponsor, (2) Address of fiscal sponsor, (3) Name of contact person at fiscal sponsor, (4) Email and phone number of contact person, and (5) any pertinent notes about your organizations relationship to the fiscal sponsor.

## Contact Information

- Primary contact  
Name, title, email address, and phone number

## Organization Background

- Mission and history  
Please provide a brief description of the organization's mission and history. 1-2 paragraphs
- Executive Director  
Name, email address, and phone number

## Project Information

- Project title
- Proposed grant period
- Type of support  
Please specify if you are applying for a project or program, a capital campaign, an endowment, or for general operating support
- Project budget
- Request amount
- The program area under which this request falls.
- The geographical area(s) to be served by this project.

## **Project Narrative**

- **Request Summary**  
This should be very brief, no more than 2-3 sentences
- **Project Description**  
Please provide a description of the project together with specific goals, outcomes, methods to achieve these goals, and constituents to be served. Please also include a description of the problem you are addressing, your proposed solution for the problem, and a rationale for the approach you are proposing. This section should be no more than 5 pages.
- **Qualitative goals for the project**
- **Quantitative outcomes for the project**
- **Key personnel**  
Please provide the names, positions, duration of employment with the organization, and a brief summary of the qualifications of the Executive Director and those responsible for directing the project.
- **Previous results**  
If this is an existing program please list the specific measurable outcomes from the previous year (i.e. number of unduplicated users, cost per unit, goals met)
- **Timeline for accomplishing project goals**
- **How many people will be directly served by this project?**
- **Fees users pay for services**
- **Number of staff working on this project**
- **Age group(s) served**
- **Gender(s) served**
- **Other funders**  
Please list additional funders of the project in the following format:  
Name - Status (Pending or committed) - Amount

## **Organizational Budget**

- **Organization's revenue from all sources**
- **Expenses**  
Program, Administrative, Fundraising, and Other expenses
- **Qualitative goals for the project**
- **Current assets and liabilities**

## **Project Budget**

- **Project revenue from all sources**
- **Project expenses**  
Program, Administrative, Fundraising, and Other expenses
- **Budget notes**
- **Fundraising plan**  
Please describe how you plan to raise additional funds for the project