

Grant Application Guide

In order to reduce paper and streamline our proposal process, the Foundation now requires that all applications for grants be submitted online using MicroEdge IGAM. To avoid delays with the proposal review process, please read all directions carefully and have appropriate materials available before beginning the application form.

Step 1. Determine eligibility

Review information under The George Gund Foundation's **WHAT WE FUND** tab to learn about our areas of focus. Reading this content will help you determine whether or not your organization is a potential fit for funding.

Step 2. Check your organization's name and IRS status in GuideStar

Before beginning the application, have your organization's IRS status and legal name available. Enter your EIN number in GuideStar for this information.

Step 3. Log in or create an account

You will be able to apply for funding through our website (www.gundfoundation.org) by clicking on the Online Application link under the **HOW TO APPLY** tab. You will be prompted to sign in using an e-mail address and password. If this is your organization's first-time using our *online application system*, select "New Applicant" and follow the prompts.

Only one account for your organization will be recognized by the system. If you have previously created an account with the Gund Foundation and would like to submit a new application, enter your e-mail address and password and click "Login." If you forget your password, please request your password and it will be sent to you.

Step 4. Complete the application

Our online application system is designed to make the application process as easy as possible for our grantees.

You will be asked to enter your organization's IRS classification to verify your charitable designation. If you are working with a fiscal sponsor, please enter that group's EIN.

Please note that you will not be able to submit the proposal if all "required" fields are not completed.

Step 5. Attachments

Review the list of attachments needed to submit a proposal. Any missing required documents will result in the delay of consideration of your proposal.

Step 6. Review and submit

After you have completed all required fields and uploaded the necessary documents, click “Review & Submit.” Your application will appear in full and you may make any changes you feel are necessary. To officially submit the application, scroll to the bottom of the screen and click “Submit.” You will receive an e-mail message verifying that The George Gund Foundation has received your application. If you do not receive this message, please contact us at 216.241.3114.