

# Application Procedures

**The Foundation encourages inquiries about the application of our funding guidelines to specific ideas in advance of the submission of formal proposals. Foundation staff welcome the opportunity to provide guidance, suggest alternatives and recommend partners.**

Proposals are considered three times a year by the Foundation's Trustees. Deadlines for submitting proposals for consideration at the next regularly scheduled meeting of the Trustees are March 15 (for summer meeting), July 15 (for fall meeting) and November 15 (for winter meeting). Proposals are due the next business day if a deadline falls on a weekend.

**The Foundation now requires all applicants to use an online application form that is available at the Foundation's website, [www.GundFoundation.org](http://www.GundFoundation.org). Applicants will receive email notification of proposal receipt. Proposals should include the following information:**

## **Organizational Background**

History, mission, any current organizational issues, types of programs offered, constituencies served.

## **Project Description**

Justification of need, specific goals and objectives, activities planned to meet goals and objectives, project time line, qualifications of key personnel, methods of evaluation.

## **Project Budget**

Anticipated expenses, including details about how Foundation funds would be used, and anticipated income, including information about other sources approached for funding.

## **Organizational Budget**

Previous and current year budget and proposed budget for project year(s), showing both income and expenses.

## **Required Supporting Documents**

List of current trustees, most recent audited financial statement (if available). Arts organizations participating in the Ohio Cultural Data Project should submit the George Gund Foundation report available at [www.OhCulturalData.org](http://www.OhCulturalData.org).

All proposals must include a climate change statement, a brief explanation of what the organization is doing or considering to reduce or to eliminate its impact on climate change. The Foundation's website includes resources to assist grantees with this task.

## **Optional Supporting Documents**

Letters of support, annual reports or brochures, media coverage.

Applicants with questions about grant application procedures should call the Foundation at 216.241.3114.

All proposals are screened and evaluated by the staff before presentation at Trustee meetings.

Grant seekers may obtain information about other foundation and corporate funding sources at the Foundation Center Library in Cleveland, 1422 Euclid Avenue, or by calling 800.424.9836 for the locations of other Foundation Center offices.