



**RICHARD M.  
FAIRBANKS  
FOUNDATION**

## **Richard M. Fairbanks Foundation Proposal Submission Guidelines**

### **General instructions for proposals**

If we have invited you to submit a proposal, we will share specific guidelines and assign a due date. We ask that you include the following:

### **General information**

- Organization name, address, telephone number, and website
- Contact person name, title, telephone number, and email address
- Date of application

### **Funding request information**

- Organizational or program/project-specific goals, strategies, expected outcomes, and method of measuring outcomes
- Partners or collaborating organizations (if any)
- Grant amount requested
- Total funding needed for the project/program (if applicable)
- Summary of sources and dollar amounts of other funding, both committed and prospective

### **Required attachments (all proposals)**

- Cover letter signed by the executive director or president and board chair of the requesting organization
- Organizational overview with board roster, staff management, and program/project leader (if applicable)
- Current fiscal year organizational or departmental budget
- Pro forma project or program budget that aligns with the duration of the grant request (if applicable)
- Internal Revenue Service letter of determination of public charity status under Sections 501(c)(3) and 509(a)(1)(2) or (3) of the Internal Revenue Code
- Most recent audited financial statements

**Required attachments (new applicants only)**

If you have never received a grant from the Fairbanks Foundation, please attach the following:

- For 509(a)(3) supporting organizations, please submit a certification prepared by legal counsel indicating whether your organization is a Type I, Type II, or Functionally Integrated Type III supporting organization.

**Required attachments (prior and current grantees only)**

If you have previously received a grant from the Richard M. Fairbanks Foundation and/or are a current grantee, please attach the following:

- Signed copy of the Tax-Exempt Status Confirmation form. We will provide this form to you when we invite a proposal. If we already have a recent copy of the form, we will not require you to submit a duplicate.

**Formatting**

You may submit your proposal in whatever format you choose. Please limit proposal narratives to the page length specified by Foundation staff. As a general rule, larger program or project proposals should be limited to 10 pages of narrative, and smaller proposals should be limited to five pages. You may also include attachments, although we encourage applicants to minimize the number and length.

**How to Submit Your Proposal**

Please submit your proposal via email to the Foundation staff member who invited it.