The following outlines the elements of a proposal for The Andrew W. Mellon Foundation, including the questions, fields, and required documents to be completed.

**Assistance:** For technical support, please contact Foundation staff at fluxxusers@mellon.org or call (212) 500-2484 during business hours (9:00 a.m. – 5:30 p.m. EST). You should expect a response to your email within three business days. For program-related questions, please contact program staff.

### ORGANIZATION AND PROJECT CONTACTS

The **Organization and Project Contacts** section contains the applicant information and contacts for the proposal. To assign a proposal contact role, e.g., Principal Investigator, select the name if it appears in the dropdown. Contacts already associated with your organization will appear in the dropdowns. You may add a new contact by clicking, **Add New**. Please include an email address for the contact.

**Please note:** Only one individual can be nominated for each role. The contacts named in this section will have access to the proposal record in the system and will receive automated email alerts.

When adding a new contact, please be sure to select “Yes” from the “Login Requested by Org” dropdown menu to ensure that the new contact is able to log in to the grantees portal.

### TABLE OF CONTENTS

The **Table of Contents** may be used to navigate to various sections of the proposal. Click on a section name to jump to a particular part of the proposal and view the questions for that section. This Table of Contents will change and additional sections may appear as more detail is added to the proposal.

The **Banking Details and Grantee Obligations Notice** sections will not appear until the Final Proposal has been requested. At this time, applicants should also upload the Cover Letter and Endorsement letter.
PROPOSAL INFORMATION

The Proposal Information section includes summary information about the proposal, including a short project title, the amount requested in US dollars and the length of time needed to complete the supported activities. A program area will be assigned in the dropdown menu. Please include a clear and concise description of the proposed work.

<table>
<thead>
<tr>
<th>Proposal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Characters left for field: 255

Amount Requested: $0.00

The start date should be the first day of a month.

Grant Start Date:

Grant End Date:

Duration In Months:

Program: Diversity

Description of Proposed Work

Please provide a clear and concise summary of the project or proposed work.

Please note: Throughout the grantee portal, some text fields, including “Description of Proposed Work” shown at left, support rich text formatting. You can also copy/paste into these fields from a Word document. Simple formatting such as bold, italics, underlining, bullets, and numbered lists are supported. However, tables, color, and other more complex formatting styles are not currently supported in the portal.

PROPOSAL NARRATIVE

The Proposal Narrative section lists required documents to be uploaded. Each document is uploaded to the proposal using the “+” sign to the right of the document name. The document type, e.g., Cover Letter, will automatically be assigned to the document upon upload. Please note: The Cover Letter and Endorsement Letters will be requested at the time of the Final Proposal – these sections will not appear until that time.

<table>
<thead>
<tr>
<th>Proposal Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Letter:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Please upload a cover letter on the organization’s letterhead, signed by the principal investigator(s). The cover letter should be addressed to the lead program officer and include the title and a brief summary of the project, the amount of funding requested, and the names and contact information of any collaborating institutions and individuals. The cover letter should also include a reference to the Foundation’s Grantmaking Policies and state that the organization understands and will comply with these policies. These policies can be found here.

Endorsement Letter:

Please upload a signed endorsement letter from the chief executive officer, vice-chancellor, rector, or president of the organization if the head of the institution is not the principal investigator on the proposed grant.

Proposed Activities and Rationale:

Please upload a Word document that explains the project’s proposed activities and rationale. The document should address the questions and topics set forth in the Foundation’s proposal guidelines for the relevant program area. These guidelines can be found here.

Please see the Working with Documents Guide for more information.
PROPOSAL DETAILS

The Proposal Details section consists of a set of questions about the proposed work. If Yes is selected, additional rich text fields appear, requesting more detail.

Collaborators

- Does the proposal involve collaborating institutions and individuals? Yes

Consultants, Subcontractors, and/or Vendors

- Does the proposal include funds for consultants, subcontractors, and/or vendors? Yes

Diversity and Inclusion and Anti-Discrimination

- Diversity and Inclusion
  Please describe how your organization defines and approaches diversity and inclusion in relation to its mission and operations. We ask that you include one or more examples of challenges and successes the organization has experienced with respect to diversity and inclusion. (Note: if the proposed grant is intended specifically to address diversity and inclusion, this should be described in the Proposed Activities and Rationale document.)

- Anti-Discrimination
  Please briefly describe your organization’s equal opportunity, anti-discrimination, and/or anti-harassment policies.
PROPOSAL DETAILS, CONTINUED
The Proposal Details section consists of a set of questions about the proposed work. If Yes is selected, additional rich text fields appear, requesting more detail.

<table>
<thead>
<tr>
<th>Financial Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has your organization experienced any financial difficulties or deficits in the last three fiscal years?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leadership Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has your organization recently experienced, or does it anticipate, any leadership changes and/or significant staff turnover?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intellectual Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do proposed grant activities include the digitization of works or the creation of digital technology, software, or databases?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Investment Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please describe how unspent grant funds would be invested, including the overall investment strategy and asset allocation, and how income would be calculated and allocated to the grant. If the organization cannot by law invest grant funds in interest- or income-generating instruments, please explain.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Matching Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Would the grant be subject to a matching requirement?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>
GRANT BUDGET

The Grant Budget section contains information about the budget as it relates to the proposed grant. The budget should be reviewed and approved by the appropriate organizational authority as evidenced in the Authorization section. Please note: This information is not collected for proposed endowment grants.

• Grant Budget

Currency

Please select the currency for the grant budget.

Budget Currency

Please budget and report all amounts in local currency. Please indicate the exchange rate used to calculate the requested amount, the corresponding date, and the source of the rate. The exchange rate must correlate with rates published within a week of the date of the final proposal. The rate should be entered as US$ per unit of local currency.

Exchange Rate

Rate Date

Rate Source

Budget Total in USD:

Proposal Budget

Please click the "+" icon to the right of Budget Period to add each individual budget reporting period.

Budget Period

<table>
<thead>
<tr>
<th>Budget Period</th>
<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1: 1/1/2018 to 12/31/2018</td>
<td>18,500</td>
<td>0</td>
<td>-18,500</td>
</tr>
<tr>
<td>Year 2: 1/1/2019 to 12/31/2019</td>
<td>19,250</td>
<td>0</td>
<td>-19,250</td>
</tr>
<tr>
<td>Total</td>
<td>37,750</td>
<td>0</td>
<td>-37,750</td>
</tr>
</tbody>
</table>

Budget Snapshot

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2018 to 12/31/2018</td>
<td>1/1/2019 to 12/31/2019</td>
</tr>
</tbody>
</table>

Salaries and Wages – Fellowships and Residencies

Salaries and Wages – Program

Salaries and Wages – Administration

Salaries and Wages – Other

Benefits

Travel

Conference and Meetings – Non-Travel

Equipment and Supplies

Consultants and Professional Services (Including Artist Fees)

Subgrants/Grantees

Promotion, Marketing, and Advertising

Occupancy Costs

Custom: 1

Custom: 2

Custom: 3

Custom: 4

Custom: 5

Total

Proposal Budget Authorization

In the space below, please enter the name and contact details of the person in your organization with institutional responsibility for financial reporting who reviewed the final budget.

Name:

Title:

Email:

Date:

Please note: The Proposal Budget Authorization fields are required before submitting the final proposal.

The Excel Export feature will export an Excel spreadsheet of the budget.
BUDGET NARRATIVE

The **Budget Narrative** section includes descriptions of each expenditure category, budget totals for each category, and rich text fields in which details about each category may be provided.

**Please note:** This information is not collected for proposed endowment grants.

### Budget Notes by Category

#### Salaries and Wages – Fellowships and Residencies

Total salaries, excluding benefits, for all fellowships, residencies, and scholarships. The budget narrative should list the base salary or stipend amount for each fellow or resident, the number of individuals in each position, and, if applicable, the FTE percentage allocation.

Total Amount Budgeted: 0

**Notes**

<table>
<thead>
<tr>
<th>T: B i ü S' S.</th>
<th></th>
</tr>
</thead>
</table>

#### Salaries and Wages – Program

Total salaries, excluding benefits, for all programmatic employees, which may include salaries, stipends, and/or course releases for the principal investigator, project director, artistic staff, and/or faculty. The budget narrative should list the base salary, stipend, and/or course release amount for each position, the number of individuals in each position, and, if applicable, the FTE percentage allocation.

Total Amount Budgeted: 0

**Notes**

<table>
<thead>
<tr>
<th>T: B i ü S' S.</th>
<th></th>
</tr>
</thead>
</table>

#### Salaries and Wages – Administration

Total salaries, excluding benefits, for all administrative employees involved in the grant-funded project or activities, which may include salaries for executive, finance, communications, and clerical staff. The budget narrative should list the basic salary for each position, the number of individuals in each position, and, if applicable, the FTE percentage allocation.

Total Amount Budgeted: 0

**Notes**

<table>
<thead>
<tr>
<th>T: B i ü S' S.</th>
<th></th>
</tr>
</thead>
</table>
### Conferences and Meetings – Non-travel
Total non-travel costs associated with conferences, meetings, and workshops, including any registration fees. The budget narrative should provide a breakdown of the costs by activity. Please note: some program areas do not support catering and facilities charges. Please refer to specific program guidelines on the Foundation’s website for any further conference and meeting requirements.

**Total Amount Budgeted:** 0

**Notes**

<table>
<thead>
<tr>
<th>T</th>
<th>B</th>
<th>i</th>
<th>μ</th>
<th>S</th>
<th>S</th>
<th>: =</th>
<th>$</th>
<th>€</th>
</tr>
</thead>
</table>

### Equipment and Supplies
Total equipment and supplies costs, including any anticipated shipping, licensing, maintenance, and insurance costs. The budget narrative should include an itemized list of any equipment and supplies to be purchased or leased along with the cost assumptions.

**Total Amount Budgeted:** 0

**Notes**

<table>
<thead>
<tr>
<th>T</th>
<th>B</th>
<th>i</th>
<th>μ</th>
<th>S</th>
<th>S</th>
<th>: =</th>
<th>$</th>
<th>€</th>
</tr>
</thead>
</table>

### Subgrants/Regrants
If applicable, the total funds allocated for use for subgrants/regrants. For subgrants, the budget narrative should include the names of subgrantees, a description of the work to be performed by and the amount of allocated funds for each subgrantee. For regrants, the budget narrative should include the total funds to be regranted and describe the amounts expected to be awarded to each organization and/or individual.

**Total Amount Budgeted:** 0

**Notes**

<table>
<thead>
<tr>
<th>T</th>
<th>B</th>
<th>i</th>
<th>μ</th>
<th>S</th>
<th>S</th>
<th>: =</th>
<th>$</th>
<th>€</th>
</tr>
</thead>
</table>

### Promotion, Marketing, and Advertising
If applicable, the total funds allocated for all promotion, marketing, and advertising costs associated with the proposed grant activities.

**Total Amount Budgeted:** 0

**Notes**

<table>
<thead>
<tr>
<th>T</th>
<th>B</th>
<th>i</th>
<th>μ</th>
<th>S</th>
<th>S</th>
<th>: =</th>
<th>$</th>
<th>€</th>
</tr>
</thead>
</table>

### Occupancy Costs
If applicable, the total funds allocated for utilities and space rental associated with the project or development of the project. The budget narrative should also designate the Foundation’s percentage contribution to the occupancy costs. Please refer to specific program guidelines on the Foundation’s website.

**Total Amount Budgeted:** 0

**Notes**

<table>
<thead>
<tr>
<th>T</th>
<th>B</th>
<th>i</th>
<th>μ</th>
<th>S</th>
<th>S</th>
<th>: =</th>
<th>$</th>
<th>€</th>
</tr>
</thead>
</table>

### Consultants and Professional Services (Including Artist Fees)
Total consultant and professional services costs (including artist fees) not included in other budget categories. The budget narrative should describe any existing and/or anticipated agreements with third parties, including consultants, artists, and/or other vendors. The narrative should include a description of the work to be performed, whether the amount is based on a fixed price, hourly, or per diem rate, and whether it includes any anticipated travel or other additional expenses. The Foundation’s Guidelines for Grants Involving Consultants and/or Subcontractors can be found here.

**Total Amount Budgeted:** 0

**Notes**

<table>
<thead>
<tr>
<th>T</th>
<th>B</th>
<th>i</th>
<th>μ</th>
<th>S</th>
<th>S</th>
<th>: =</th>
<th>$</th>
<th>€</th>
</tr>
</thead>
</table>

### Additional Budget Categories
If applicable, the total funds allocated for use in any additional budget categories. Please describe the allocated amount and purpose for each category.

**Total Amount Budgeted:** 0

**Notes**

<table>
<thead>
<tr>
<th>T</th>
<th>B</th>
<th>i</th>
<th>μ</th>
<th>S</th>
<th>S</th>
<th>: =</th>
<th>$</th>
<th>€</th>
</tr>
</thead>
</table>
The Andrew W. Mellon Foundation: Sample Proposal, continued

DOCUMENTS

The Documents section provides a space to upload proposal documents, which may be added to each section by clicking the “+” sign.

For more instruction on how to upload documents, please refer to the Working with Documents Guide. Note that it is important to select the document type when uploading documents.

ALL PROPOSALS

ENDOWMENT GRANTS – SPECIAL REQUIREMENTS

Please select the “Endowment Compliance” document type from the list of options. Additional documentation is required for endowment grants if the applicant organization’s endowment is under $100 million.
**BANKING DETAILS**

Should this grant be approved, the Foundation will make payment by wire transfer. Please indicate the last four digits of the account in the space below. If your organization is scheduled to receive a payment, Foundation staff may request confirmation of your organization’s bank information. In that event, staff will send an email to the Organization Financial Contact requesting confirmation of the banking information. Instructions for confirming bank information can be found [here](#).

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Account Number</th>
<th>Confirmed By</th>
<th>Date Confirmed</th>
</tr>
</thead>
</table>

This information is required before submitting a final proposal.

**GRANTEE OBLIGATIONS NOTICE**

At the time of the final proposal submission, please carefully read the notice outlining grantees’ obligations to The Andrew W. Mellon Foundation. By checking the box at the end of the text and clicking **Save**, you are indicating agreement to these terms.

**ASSISTANCE:**

For technical support, please contact Foundation staff at [fluxxusers@mellon.org](mailto:fluxxusers@mellon.org) or call (212) 500-2484 during business hours (9:00 a.m. – 5:30 p.m. EST). You should expect a response to your email within three business days. For program-related questions, please contact program staff.

To submit the proposal, select **Save** and then **Submit**.