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 grantee 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.

▼ Proposal Information

Project Title

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.

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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.

▼ Proposal Narrative

Cover Letter:
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.
Cover Letter ⊕

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.
Endorsement Letter ⊕

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.
Proposed Activities and Rationale ⊕

Upload files
Select or drag files then start upload   X

Filename		Size	Status
Cover Letter.docx	Cover Letter	23 KB	100% ⊘

Add files   Start upload   23 KB   100%

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.

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.

Financial Health

Has your organization experienced any financial difficulties or deficits in the last three fiscal years?

Yes

Financial Health Notes
Please address any financial difficulties or deficits your organization has experienced in the last three fiscal years.

Leadership Changes

Has your organization recently experienced, or does it anticipate, any leadership changes and/or significant staff turnover?

Yes

Leadership Change Notes
Please describe any recent or anticipated leadership changes and/or significant staff turnover relevant to the proposed grant activities.

Intellectual Property

Do proposed grant activities include the digitization of works or the creation of digital technology, software, or databases?

Yes

Intellectual Property Notes
Please provide a detailed account of the intellectual property to be created, any rights or permissions that your organization would need to secure, the means by which the technologies and/or content would be distributed, including the type of license that your institution would issue to users, and how your organization would ensure the long-term sustainability of any digital or software products.

Investment Income

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 explanation.
Investment Income Strategy

Please provide a description of your organization's strategies and timetable for meeting the match, details of the prospective donor base, and the project uses for the match.

Please note: only newly received gifts of cash or securities, in hand, valued at the time of transfer, and designated for the Foundation-supported project, can qualify as matching contributions. Pledges do not qualify.

Matching Grant Strategies

Matching Requirements

Would the grant be subject to a matching requirement?

Yes

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 public rates published within a week of the date of the final proposal. The rate should be entered as USD per unit of local currency.

Exchange Rate [ ]

Rate Date [ ]

Rate Source [ ]

Budget Total in USD: 0

Proposal Budget

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

Budget Period

Budget Period	Budget	Actual	Variance	
Year 1: 1/1/2018 to 12/31/2018	18,500	0	-18,500	✎
Year 2: 1/1/2019 to 12/31/2019	18,250	0	-18,250	✎
Total	36,750	0	-36,750	

Budget Snapshot

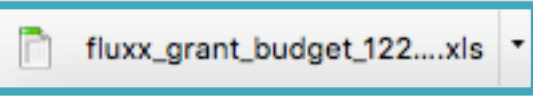|	Year 1 1/1/2018 to 12/31/2018			Year 2 1/1/2019 to 12/31	
	Budget	Actual	Variance	Budget	Actu
Salaries and Wages – Fellowships and Residencies	10,000		-10,000	10,000	
Salaries and Wages – Program	5,000		-5,000	5,000	
Salaries and Wages – Administration			0		
Salaries and Wages – Other			0		
Benefits	1,000		-1,000	1,000	
Travel	1,500		-1,500	1,500	
Conference and Meetings – Non-Travel			0		
Equipment and Supplies	500		-500	500	
Consultants and Professional Services (including Artist Fees)			0		
Subgrants/Regrants			0		
Promotion, Marketing, and Advertising	500		-500	250	
Occupancy Costs			0		
Custom: 1			0		
Custom: 2			0		
Custom: 3			0		
Custom: 4			0		
Custom: 5			0		
Total	18,500	0	-18,500	18,250	

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.

📄 fluxx_grant_budget_122....xls ▼

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

Add Budget Period

KCR Sample Organization
Period:

Organization Name:	KCR Sample Organization
Grant Number:	P-1712-05042
Amount Requested:	
Program Area Name:	Scholarly Communications

Please enter the name of the budget period (e.g., Period 1, Period 2 or Year 1, Year 2, etc.) and start and end dates. Budget periods should each be one year long, although the length of the first and/or last budget period may vary. Please discuss appropriate budget periods with foundation staff.

Period
[ ]

Period Start Date
[ ]

Period End Date
[ ]

Item	Budget	Actual
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/Regrants	[ ]	
Promotion, Marketing, and Advertising	[ ]	
Occupancy Costs	[ ]	
Optional (click to edit)	[ ]	
Optional (click to edit)	[ ]	
Optional (click to edit)	[ ]	
Optional (click to edit)	[ ]	
Optional (click to edit)	[ ]	

Save

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 Narrative

Budget Notes by Category

Please provide any category-specific notes in the fields below.

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

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

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/or clerical staff. The budget narrative should list the base salary for each position, the number of individuals in each position, and, if applicable, the FTE percentage allocation.

Total Amount Budgeted: 0

Notes

Salaries and Wages – Other: Total salary, excluding benefits, for any other staff not included in the above salary categories. The budget narrative should list the base salary for each position, the number of individuals in each position, and, if applicable, the FTE percentage allocation.

Total Amount Budgeted: 0

Notes

Benefits: Total benefit costs related to personnel involved with the proposed grant activities, including any pension contributions, health insurance, and other benefits. The budget narrative should describe how benefit costs are calculated.

Total Amount Budgeted: 0

Notes

Travel: Total travel costs directly related to the major activities of the proposed grant, including any expenses for transportation, meals, lodging, mileage reimbursements, and per diem payments. The budget narrative should provide a breakdown of the costs by activity and include the number of individuals participating and travel days. Please include the sources for the travel cost estimates.

Total Amount Budgeted: 0

Notes

BUDGET NARRATIVE, CONTINUED

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

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

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

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

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

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

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.
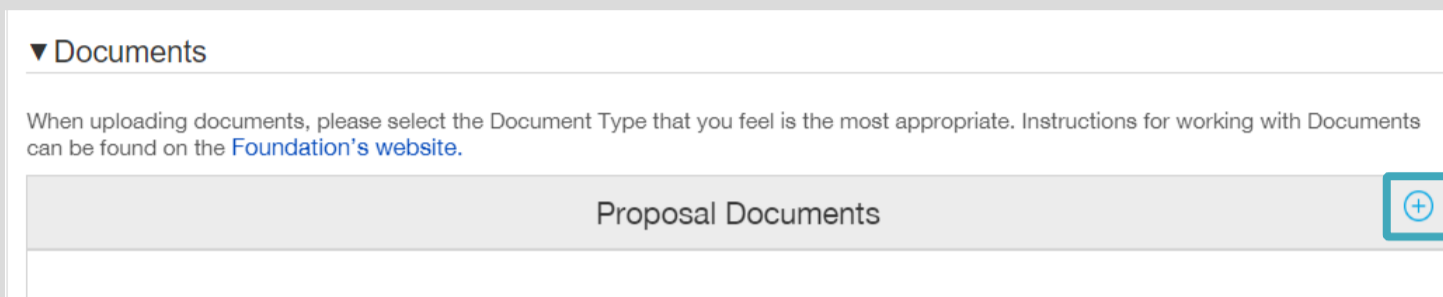
Total Amount Budgeted: 0

Notes

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

▼ Documents

When uploading documents, please select the Document Type that you feel is the most appropriate. Instructions for working with Documents can be found on the Foundation's website.

Proposal Documents	⊕

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.
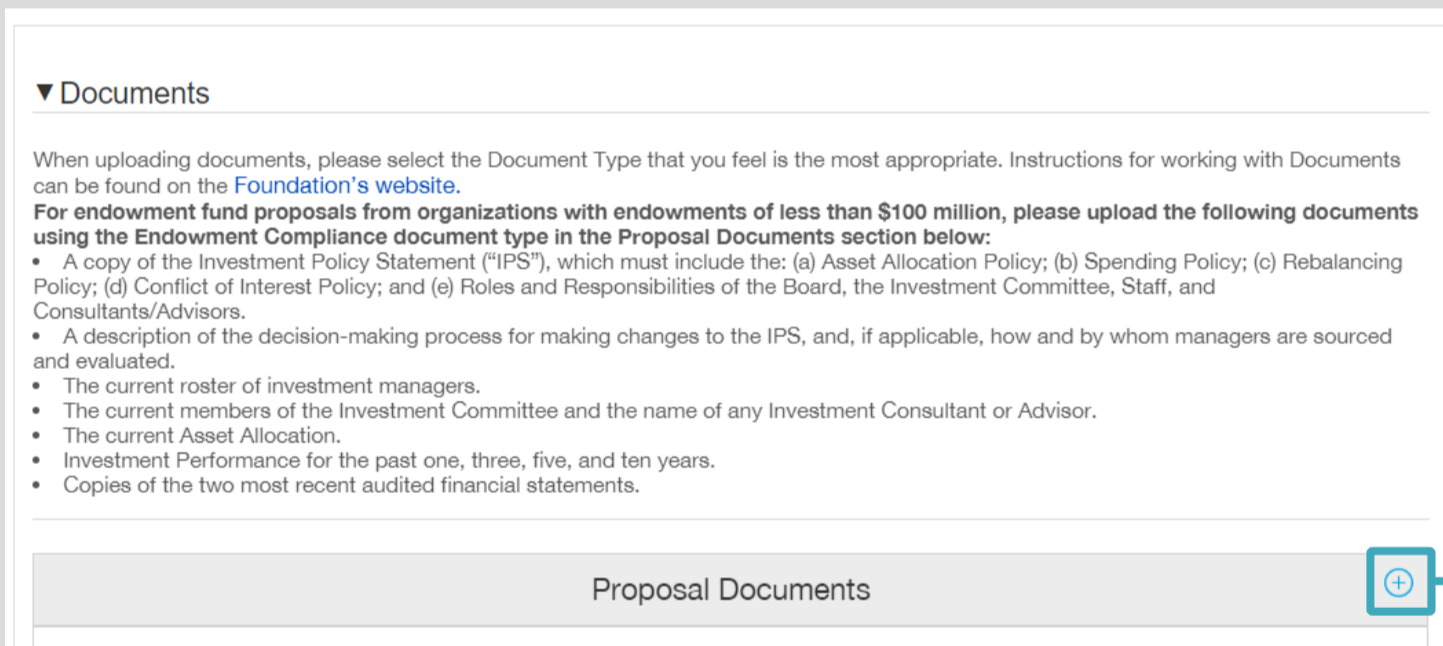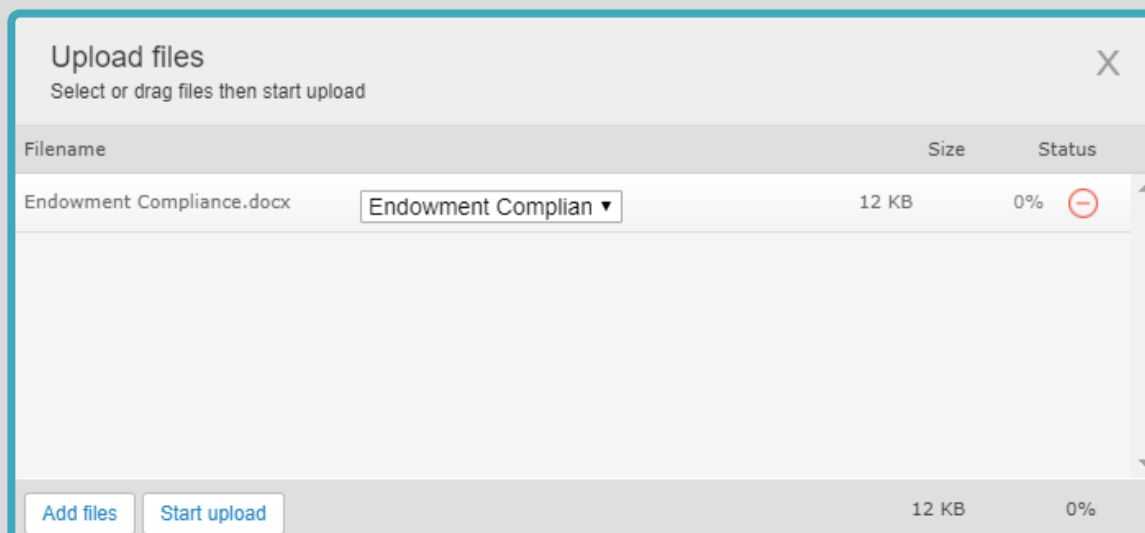
▼ Documents

When uploading documents, please select the Document Type that you feel is the most appropriate. Instructions for working with Documents can be found on the Foundation's website.

For endowment fund proposals from organizations with endowments of less than $100 million, please upload the following documents using the Endowment Compliance document type in the Proposal Documents section below:
• A copy of the Investment Policy Statement ("IPS"), which must include the: (a) Asset Allocation Policy; (b) Spending Policy; (c) Rebalancing Policy; (d) Conflict of Interest Policy; and (e) Roles and Responsibilities of the Board, the Investment Committee, Staff, and Consultants/Advisors.
• A description of the decision-making process for making changes to the IPS, and, if applicable, how and by whom managers are sourced and evaluated.
• The current roster of investment managers.
• The current members of the Investment Committee and the name of any Investment Consultant or Advisor.
• The current Asset Allocation.
• Investment Performance for the past one, three, five, and ten years.
• Copies of the two most recent audited financial statements.

Proposal Documents	⊕

Upload files   ✕
Select or drag files then start upload

Filename		Size	Status
Endowment Compliance.docx	Endowment Complian ▾	12 KB	0% ⊖

| Add files | Start upload | | 12 KB | 0% |

Banking Details

Should this grant be approved, the Foundation will make payment by wire transfer. Please indicate the last 4 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.

Bank Name	Account Number	Confirmed By	Date Confirmed
Last 4 Digits of Account			

⚠ Please indicate the last 4 digits of the bank account for payment in the Banking Details section below.

This information is required before submitting a final proposal.

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 Banking Information Contact requesting confirmation of the banking information. Instructions for confirming bank information can be found in the **Confirm Bank Information Guide**.

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.

▼ Grantee Obligations Notice

If applicant's proposal is approved by The Andrew W. Mellon Foundation, the applicant, as a grantee, will be required to comply with the Foundation's grantmaking policies and guidelines (https://mellon.org/grants/grantmaking-policies-and-guidelines/) and the terms of the award letter sent by the Foundation. The Foundation's policies and guidelines include, but are not limited to, the following:

1. The final proposal, together with the award letter, will serve as the grant agreement between the grantee and The Andrew W. Mellon Foundation.

2. Grant funds may not be expended on costs incurred prior to the grant start date.

3. Grant funds may not be reallocated from the proposal budget without the prior written approval of the Foundation.

4. The grantee will report to the Foundation on the progress of the grant with interim and final reports according to the schedule specified in the Foundation's award letter. Reports will be used to assess the progress and success of the project.

5. Grant funds may not be expended after the grant end date without the prior written approval of the Foundation.

6. The grantee will secure all necessary intellectual property and other rights and permissions for the supported work so that use of the work will not infringe on or violate the rights of others.

7. Grant funds are to be used solely for the purposes described in the proposal. In no event shall grant funds be used, without the advance written approval of the Foundation, to offset other financial obligations (such as payments on lines of credit or securing or servicing debt), or to meet cash flow or general operating expenses that are unrelated to the terms of the grant proposal.

8. Grant funds are to be managed and invested in a prudent manner that is consistent with the purposes and duration of the grant award, with the understanding that the interest earned will also be applied to the purposes of the grant; moreover, under no circumstances should grant funds be invested in risky and/or illiquid investment products or strategies.

☐ I confirm that I have read and agreed to the Foundation's grantmaking policies and guidelines, including the obligations listed above.

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.

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

Cancel | Save | Submit