



Richard M. Fairbanks Foundation Proposal Submission Guidelines

General Instructions for Proposals

If you have been invited to submit a proposal, Foundation staff will share specific proposal guidelines via email and assign a due date for submission.

In addition, please ensure that your proposal includes the following information:

General Information

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

Information Related To Funding Request

- 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 Chairman 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

Required Attachments – New Grant Applicants Only

If you have never received a grant from the Richard M. Fairbanks Foundation, please attach the information listed below.

- If your organization is a 509(a)(3) Supporting Organization, 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
- Most recent audited financial statements

Required Attachments – Prior 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. This form will be provided to you by Foundation staff at the time of the proposal invitation. If we already have a recently dated copy of the form on file, you will not be required to submit a duplicate form.

Proposal Format and Length

Proposals may be submitted in any 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 ten (10) pages of narrative and smaller proposals should be limited to five (5) pages. Attachments may also be included, although we encourage applicants to minimize the number and length of proposal attachments.

Proposal Submission Instructions

Proposals may be submitted to the Foundation staff member who has requested the proposal from your organization.

Please mail one (1), unbound copy of the proposal to:

Richard M. Fairbanks Foundation
211 N. Pennsylvania Street
Suite 2500
Indianapolis, IN 46204

In addition, please email a copy of your proposal to the Foundation staff member who has requested the proposal from your organization.