



Expenditure Responsibility (ER) Proposal Guidelines

The Heising-Simons Foundation reviews proposals on a rolling basis. Please work with your program officer (PO) and/or program associate (PA) to determine the best date to submit your proposal.

Proposals are reviewed by Foundation staff who may contact other individuals for comments, such as colleagues in the community or in a relevant field, other funders, or Foundation grantees. If you prefer that we not do so, please let your PO or PA know.

Please submit your proposal via our online portal, or, if you have not been set up with portal access, email your proposal to your PO and PA. If you have any questions, email your PO and/or PA, or call the Foundation at (650) 887- 0277.

Proposal Submission Checklist

Your proposal must contain the documents and details outlined below. Please do not combine documents into one pdf.

1. [Proposal Cover Sheet](#)

2. **Proposal Narrative**

Please include the following:

- **Organizational Background**
 - The history and purpose of the organization
 - The people and groups the organization serves
- **Context and Rationale.** Describe the larger landscape and context for the proposed grant activities
- **Specific Request**
 - Proposed project and its charitable objectives for which you are seeking funding
 - Proposed project partners and their anticipated contribution
 - Charitable outcomes the organization hopes to achieve during the grant period
 - Geographic area to be served
 - A timeline of any relevant activities, milestones, anticipated plans and methods of evaluation, dissemination of results, and/or any work products that will be generated
 - A description of any indirect costs included in the project budget.
 - The proposal may not include any lobbying or voter registration activities.
- **Personnel**
 - A list of key personnel who will implement the grant and their qualifications (e.g., curriculum vitae, resume, or biography).
 - Names and principal affiliations of directors or trustees of the organization. This can be in the narrative, a separate document, or a hyperlink to a website.

3. **Specific Request Budget**

- Include the total proposed project expenses to be supported by the Foundation. The total amount of the expenses included in the budget should equal the amount of the grant request.
- There is no set minimum or maximum indirect costs rate; however, such costs must be *directly* related to the charitable project seeking funding.
- The Heising-Simons Foundation cannot fund lobbying or voter registration activities. Both will be prohibited in the grant agreement.
- If the budget includes expenses for capital expenditures on equipment, the cost for any such expense may not exceed \$5,000 per item. Items that cost less than \$5,000 are not considered capital expenditures for this purpose and are treated like other project expenses. If you include a capital expenditure for equipment in the project budget, such equipment must be used for the project during the grant period. Thereafter, for the remaining useful life of the equipment (if any) or until the equipment is disposed of or re-granted for a similar charitable purpose, the organization may be required to both use the equipment exclusively for charitable purposes and provide reports to the Foundation.

4. **Total Project Budget** *if the Foundation is not the sole funder of the project*

- A budget for the entire project for the current fiscal year
- A list of received and projected funding sources and amounts for the entire project

5. **Financial Statements**

- The most recently audited financial statements. If the most recent audited financial statements are not dated within 12 months of the start of the grant, then also include unaudited financial statements for the organization's most recent fiscal year.
- If only unaudited financials are available, please include a balance sheet and statement of revenue and expenses for the organization's most recent fiscal year, signed and dated by an authorized officer

6. **Articles of Incorporation**

- Organizing/founding documents

Additional Notes

- Program staff may ask for additional supporting materials that would be helpful in evaluating the proposal.
- The Foundation requires financial statements in order to schedule reports based on the disbursements of grant funds and the end of the grantee's fiscal year per IRS regulations.