



## Overview

The Mellon Foundation makes grants to support communities through the power of the arts and humanities. They fund in [four key areas](#): Arts and Culture, Higher Learning, Humanities in Place, and Public Knowledge. **Mellon only accepts proposals by invitation**; after [submitting an inquiry](#), Knox can expect a response from Mellon's program staff within eight weeks.

## The Application

The grant application consists of four pieces:

1. Information on the proposed grant and organization
2. A proposal narrative document that provides detailed information on the proposed work
3. Supplemental documents
4. A budget and budget description outlining how funds would be spent

All pieces will be submitted directly through the Fluxx grantee portal.

### 1. Proposal Information

#### A. Grant Information

- Organization and project contacts
- Project title
- Amount requested
- Grant start date
- Grant duration

#### B. Organizational Information

- Annual operating budget and fiscal year end date
- Will you be requesting that the grant funds be paid to a third-party payee?
- Is this a fiscally sponsored project?

#### C. Grant-produced Content and Activities

Grant-produced content and output:

Do the proposed grant activities include the creation of content or other work products, such as audio or video works (including podcasts, films, and oral history and other recordings), databases, software, digitization of works, books, white papers, or other digital content?

If yes, please describe those content outputs or work products and note whether the content or work products will be distributed or made available for educational or charitable purposes. Please also describe:

- Any rights or permissions that your organization would need to secure in connection with the work;
- The means by which the content or work product would be distributed or made available for educational or charitable purposes, including the type of license that your organization would issue to users; and
- How your organization would seek to ensure the long-term sustainability of any digital or software products.

## **Visual Documentation**

Will you be documenting the project with any visuals, such as photography, or other archival materials? If so, the Foundation may be interested in requesting copies for its records and to promote the grant project. If yes, please describe.

## **Grant Outputs**

In a bulleted list, please provide the outputs of the primary grant activities described in the "planned activities" section of your proposal narrative document. Outputs of grants may include, for example: positions and their respective levels (e.g., postdoctoral fellows), academic resources (e.g., courses developed), publications, convenings, or formal agreements (e.g., MOUs, articulation agreements). Please include an expected count of each output that will result as part of the proposed project. For example, "Postdoctoral fellows: 5". [Bulleted list].

## **Does the proposed work include the creation of a new position within the organization (employment or fellowship)?**

- If yes, you will be prompted to upload a draft position description.

## **2. Proposal Narrative**

Please upload a Word document to the documents section in Fluxx that responds to the questions below. You are welcome to provide separate answers to each individual question or to draft a cohesive narrative that incorporates answers to all questions. The proposal narrative should be no more than 5-10 pages.

- For Officer Grants, the proposal should be no more than 2-3 pages.

If helpful, you may repurpose language from other relevant proposals, including documents previously submitted to Mellon. You may include visuals, infographics, tables, and bulleted lists

directly within the Word document. Likewise, we hope you will be able to use this proposal narrative for other purposes.

#### A. Introduction

- *(This question is not required for colleges and universities.)*

#### B. Grant Summary/Abstract

In one paragraph, please summarize the proposed work.

- For fiscally sponsored grants, please include a brief statement that indicates this proposal is being submitted by the fiscal sponsor on behalf of the sponsored project.

#### C. Reason for the Work

- What need or issue does your proposed work aim to address?
- How are you positioned to do this work?

#### D. Goals

- What are the goals of the proposed work during the grant period?
- If relevant, how will the proposed work move you toward your goals beyond the end of the grant?
- If you are planning to assess the contribution of your work, how will you do so?

#### E. Activities

- What activities would Mellon funding support? Please include a timeline.
- If relevant, identify significant collaborating partners and describe how they would participate in the work.

#### F. Sustainability

- If relevant, what are your plans for sustainability beyond the end of the grant term?

#### G. Potential Challenges

- What potential challenges could impact the proposed work? How have they informed your planned activities?

### **3. Supplemental Documents**

#### A. Financial Statements

#### B. Biographies

Brief biographies of the principal investigator(s)/project lead(s) and other key staff directly involved in the proposed work.

C. If Applicable:

- If the proposed grant includes the creation of a new position with the organization, please provide a draft position description.
- If the proposed project includes a cash reserve, please upload a board-approved policy for the use of the reserve funds.

D. Additional Documents

Additional documents may be requested, including a separate full cost budget for fiscally sponsored projects or for projects where grant funds support a portion of the work.

## 4. Grant Budget and Budget Description

**The budget** should be in local currency and include all spendable funds requested from the Foundation for the proposed grant. The budget should not include projected interest or investment income, funds requested for cash reserves or endowments, or project costs that would not be funded by the Foundation. Please ensure that the budget has been reviewed by someone at your organization who is responsible for financial reporting.

**The budget description** should summarize the costs included in each expenditure category. If it is helpful to provide supporting calculations in a spreadsheet format, a supplementary file may be uploaded with the proposal documents.

Please note that the Foundation's program areas may not fund certain types of grant activities.

A. Expenditure Categories

The Foundation uses set expenditure categories (listed below). Up to five additional custom categories can be added for each proposal. If the proposal is accepted, financial reporting must follow the same expenditure categories outlined in the grant budget.

B. Budget Periods

A budget should be added for each reporting period, with the name of the period (e.g., Year 1) and the start and end dates of the period clearly indicated. Reporting periods are typically one year long but can vary, if needed. There should be no gaps between budget periods.

### Expenditure Categories

**Salaries, wages, and benefits:** Please indicate the title, base salary or hourly wages, the number of people and/or the FTE percentage allocation, benefit calculations, and any anticipated periodic increases for each position funded by the proposed grant (e.g., Program Director: \$100,000/ yr base salary, 20%

benefit cost, 50% allocation to the project for 2 years, 3% increase in year 2 = \$121,800). Funding for fellowships, artist fees, and consultants should be presented within the corresponding expenditure categories below.

**Fellowships and residencies:** Please indicate the base salary or stipend amount, the number of people in each position and/or the FTE percentage allocation, and any benefit calculations for each fellow, resident, or scholarship funded by the proposed grant (e.g., Example Fellowship: \$50,000/yr base salary, 20% benefit cost, 2 fellows/yr for 3 years = \$360,000).

**Artist fees:** Please indicate the rate of compensation, noting whether this is a flat rate or based on hourly, per diem, or weekly rates; the expected time commitment; any other expenses that are included; and whether there is a separate rate of compensation for rehearsal, production, or workshop time as compared to performances or showings for artist fees. Please note: If artists are on salary (receiving W-2s), the related expense should be included in the Salaries, Wages, and Benefits category, but if artists are receiving 1099 tax forms, the expense should be included in this category.

**Consultants and other professional services:** Please indicate whether agreements are existing or anticipated with any third parties, including consultants, vendors, and/or honoraria, and the amount budgeted for each. Please also indicate whether amounts are based on a fixed price, or hourly or per diem rate, and whether anticipated travel or other additional expenses are included. In addition, the Proposal Narrative document should elaborate further on the roles and responsibilities of consultants and vendors. For grants where a significant portion of the budget will be paid to a third party, please also refer to the Foundation's "Guidelines for Grants Involving Consultants and/or Contractors" on our website.

**Subgrants/regrants:** Please indicate the names and amounts of funds allocated for each subgrant recipient and/or the amounts expected to be awarded to each organization and/or individual regrantee recipient. In addition, the Proposal Narrative document should elaborate further on the roles and responsibilities of any subgrantees/collaborating organizations.

**Conferences, meetings, and travel:** Please indicate any expenses for registration, facility fees, meals, transportation or mileage reimbursements, lodging, and/or per diem payments. Please provide a breakdown of the costs by activity and the number of people attending and/or traveling. Travel costs should be reasonable and in accordance with your organization's internal policies.

**Promotion, marketing, and advertising:** Please describe any promotion, marketing, or advertising expenses that are directly attributable to the proposed project.

**Equipment and supplies:** Please describe any equipment or supplies expenses that are directly attributable to the proposed project.

**Construction costs:** All construction budgets should include a line item or percentage for contingency. Funding for equipment/supplies and consultants/other professional services that are associated with construction projects should be presented within those expenditure categories.

**Indirect costs:** In certain cases, the Foundation may, at its discretion, fund indirect costs at a rate of up to 20% of direct costs for spendable project support grants. A different rate may be requested by applicants or recommended by program staff. The Foundation generally does not fund indirect costs for colleges and universities, governmental entities, fiscal sponsors, or for organizations that are not public charities.

- Indirect costs are not directly attributable to the grant-funded project but support the organization as a whole, such as finance and accounting, human resources, and other operational costs.
- Allocated costs that are directly attributable to the grant-funded project or activities, such as allocated salaries for staff time spent on the project, are direct costs and should be included in the relevant expenditure categories in the grant budget.

**Fiscal sponsor fees:** If this is a fiscally sponsored project, please describe the rate at which fiscal sponsor fees would be calculated.

**Custom budget categories:** You can create up to five custom budget categories to describe the amount and purpose of costs that do not fit within any of the budget categories provided above. Please add the custom budget category name to each grant budget period, even if there is no expenditure in that period.

*For any questions, please contact the Office of Advancement.*



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