

Appendix A: Detailed Guidance

This section of the guide is designed to help you understand and navigate common application hurdles.

Application Section One: Organization Information

Contact Information for Key Personnel: Below, we clarify the roles and responsibilities of the contacts requested in this section.

| Contact Type | Role Explanation | Choosing the Right Person <i>(One individual can serve in multiple contact roles if applicable)</i> |
|---|---|--|
| Primary Contact | Serves as the main point of communication for the grant. | Typically, the person who is carrying out the work of the grant and is the main point of contact. This contact receives all system-generated email reminders. |
| Additional Contact | Acts as the secondary point of communication. | Another senior member of your project team who will step in if the primary person is unavailable. If the grant is approved, this contact will receive an email notification that the grant award agreement is ready to be signed. |
| Grant Agreement Signatory | Authorized to sign legal documents on behalf of the organization and commit it to the terms of the grant. | Typically, an executive like the CEO or Executive Director. The person who has the legal authority to enter into binding agreements. If the grant is approved, this contact will receive an email notification that the grant award agreement is ready to be signed. |
| Organization Financial Officer | Oversees the financial reporting and management of grant funds. | This person typically manages the financial health of your organization. If the grant is approved, this contact will receive an email notification that the grant award agreement is ready to be signed and notifications when payments have been processed. This person also receives report reminders. |
| Organization’s Grants Officer | Prepares grant reports and maintains grant records. | Typically the person managing the application process and reporting on a potential grant. This contact receives an email notification if Foundation staff need additional information on a submitted request. If a grant is approved, this contact will receive an email notification that the grant award agreement is ready to be signed, subsequent reminders when monitoring reports are due or overdue, and a notification if a no-cost extension is approved. |
| Authorized Banking Contacts (two are required) | Persons authorized to manage and confirm banking details for the grant receiving organization. | Two individuals who can verify the organization’s banking information. Our finance team will reach out to confirm this information as a fraud prevention measure. Phone numbers are required. |

Application Section Two: Description of Funded Activities

The below table can help you create strong connections between elements of your narrative proposal. As always, if you need help clarifying these connections or want feedback on your approach, please reach out to your Program Officer. They can provide valuable insights on how best to communicate your project's logic.

| Element | Description | Guidance |
|---------------|--|---|
| Context | The problem or opportunity your project addresses | This should directly inform and justify your goals. |
| Goals | Specific outcomes your project aims to achieve | Ensure each goal is connected to the context and should be supported by one or more specific activities. |
| Activities | The concrete steps you will take to reach your goals | Each activity should directly connect to one or more of your goals and should be reflected in your project budget. Collectively, your activities should clearly lead toward achieving your goals. |
| Approach | Rationale behind your chosen activities | Your approach should be informed by the context, and clearly linked to your chosen activities. |
| Beneficiaries | Who or what will benefit from your work | These should clearly connect to your context and any relevant activities. |
| Risks | Potential challenges and how you might address them | Reflect on what could impact your goals and activities. |
| Budget | Financial plan for your project | Ensure your budget aligns with and supports your proposed activities. |

Application Navigation for Fiscally Sponsored Projects

This section provides specific guidance on how to fill out each part of the application when a fiscal sponsor is involved. The fiscal sponsor is the grantee and is responsible for the content of the application.

WHAT IS A FISCAL SPONSOR?

A 501(c)(3) public charity that receives a grant for the purpose of supporting a non-exempt charitable project or activity that the public charity has adopted through appropriate corporate action. The Fiscal Sponsor receives the grant funds and retains discretion and control over the use of funds. See attached One-Pager.

ROLES WHEN APPLYING WITH A FISCAL SPONSOR

- **Fiscal Sponsor:** Completes parts of the application that involve legal and financial responsibilities, such as organizational information and financial statements.
- **Fiscal Sponsor or Project Team member (if the Project Team Member is an employee of the Fiscal Sponsor):** Provides detailed project-specific information, including the proposal narrative, project budgets, and specific goals and activities.
- **Tip:** Your application cannot be submitted unless Section One: Organization Information is fully completed. Since this section is completed by the fiscal sponsor, we advise prioritizing its completion early on in your application compilation process. Coordinating between the Fiscal Sponsor and an employee of the Project Team may require some time, so starting early can ensure there are no delays in your submission.

| APPLICATION INFORMATION PROVIDED BY FISCAL SPONSOR | APPLICATION INFORMATION PROVIDED BY FISCAL SPONSOR OR A MEMBER OF THE PROJECT TEAM IF TEAM MEMBER IS AN EMPLOYEE OF THE FISCAL SPONSOR |
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| <p>Organization Information</p> <ul style="list-style-type: none"> • Organization name • Location • Primary contact • Additional contact • Organization financial officer • Organization grants officer • Authorized banking contacts <p>Organization Budget and Accounting</p> <ul style="list-style-type: none"> • Operating budget • Accounting period end month and day <p>Organization Background and Governance</p> <ul style="list-style-type: none"> • Organization mission statement • Type of governing body • Governing body term duration • Number of terms permitted • Financial oversight mechanisms • CEO review method <p>Organization Tax Information</p> <ul style="list-style-type: none"> • EIN/US Entities <p>Document Library</p> <ul style="list-style-type: none"> • Fiscal Sponsorship Agreement • Organizing documents (charters, statutes, constitution, or articles of incorporation for first-time applicants) • List of organization Board members • Current fiscal year operating budget (USD) • Audited financial statements for the last two years • Latest unaudited financial statement • IRS determination letter • Conflict of Interest policy *optional • Whistleblower policy *optional | <p>Proposal Narrative</p> <ul style="list-style-type: none"> • Grant Title • Proposed Start Date • Proposed End Date • Amount Requested from MacArthur • Overall Project Budget • Significant Other Funders <p>Project Details</p> <ul style="list-style-type: none"> • Summary of the project • Description of funded activities • Context of the project • Goals, activities, intended beneficiaries • Potential challenges and mitigation strategies <p>Results and Evaluation</p> <ul style="list-style-type: none"> • Expected deliverables and timeline • Expected outcomes of the project • Dissemination plans for deliverables and results • Policy implications of the project <p>Leadership</p> <ul style="list-style-type: none"> • Description of project leadership • Relevance of leaders' expertise and experience <p>Learning and Evaluation</p> <ul style="list-style-type: none"> • Expected learnings from the project • Evaluation methods and success metrics • Documentation and dissemination of results <p>Sustainability / Next Stages</p> <ul style="list-style-type: none"> • Plans for institutionalization, replication, or scaling • Future stages beyond the current project <p>Past Performance (if applicable)</p> <ul style="list-style-type: none"> • Performance on prior grants • Reflection on past approaches and activities <p>Document Library</p> <ul style="list-style-type: none"> • Key staff bios • Proposed grant budget • Budget narrative • Overall project budget for grant period • IRB approval (if applicable) • Project adoption letter (if applicable) |