Grant proposal guidelines: FINAL GRANTS

Because California faces many challenges that need attention now, the S. D. Bechtel, Jr. Foundation and the Stephen Bechtel Fund (“The Foundation”) decided to invest all its resources by 2020 in order to spur significant, meaningful change—sooner rather than later.

**PROPOSAL ELEMENTS**

Grantseekers invited to apply for a final grant should submit the following.

* **Cover letter:** A brief letter specifying the grant purpose, request amount, and term, and acknowledging that this is a proposal for a final grant. The letter should be addressed to your primary contact at the Foundation and signed by your chief executive.
* **Proposal:** A narrative addressing the following, in a sequence and with headings of your choosing. Note that there is no need to repeat yourself, should any of these questions encourage redundancy.
* Briefly describe your organization’s mission, recent accomplishments, and the purpose for which you are requesting funding.
* Provide a short, bulleted list of target results for this grant. These should be structured as SMART objectives (specific, measurable, attainable, results-focused, and time-specific). *Note: SMART objectives will form the basis of grant expectations and will be included in the grant agreement and reporting requirements.*
* How do you expect the Foundation’s sunset to affect your organization/program/project? What, if anything, are you doing to prepare?
* **Attachments:** Your primary contact at the Foundation will indicate which of the following attachments are required with your proposal.
* Project budget, detailing the full cost of your project, as well as amounts and sources of funding, and specifying how you would deploy Foundation funds
* Organization budget and year-to-date actuals for the current fiscal year
* Audited financial statements for the three most recent fiscal years
* List of your organization’s top 5-7 funders, including the most recent grant amount and term
* Bios of key staff
* List of board of directors with affiliations, and if applicable, list of advisory board members
* Work plan (e.g., Gantt chart or other tabular format)
* Strategic plan
* Theory of change and/or logic model(s) for organization/program(s)
* Recent organization/program evaluation(s)

**formatting instructions**

* Use standard serif or non-serif fonts (e.g., Times New Roman, Calibri) and font size (10-12).
* Include page numbers and the date in the footer.
* For the final proposal, remove any mention of “draft” in the header, footer, document title, etc.
* Submit the proposal as a Word document, not a PDF.

**SUBMISSION AND Approval Process**

The Foundation reviews invited proposals on a rolling basis. Once a submission is complete, decisions can be made within three months in most cases. Approved organizations will be asked to sign a grant agreement, which will specify the grant payment schedule and reporting requirements. All documents (including but not limited to the final proposal, proposal attachments, grant agreement, and reports) should be submitted online through the grants portal.

**Additional Notes**

The Foundation does not provide endowment funding and does not make international grants. The Foundation does not earmark funds for lobbying activities as defined by the Internal Revenue Code and applicable Treasury Regulations, nor for reportable lobbying activities as defined by the California Political Reform Act or the federal Lobbying Disclosure Act. However, the Foundation does support issue-based policy and advocacy efforts, including raising awareness, building networks and coalitions, nurturing champions, conducting research, and the like. Should you have any questions about what advocacy activities the Foundation will or will not support, please speak with your program officer.

indirect costs policy

The Foundation offers funding for both direct and indirect costs for project and program support grants.

**DEFINITIONS**

**Direct costs are costs directly attributable to the design, planning, implementation, and evaluation of a project or program.** Direct costs generally include: salaries and benefits of personnel who implement the project/program, related professional services, specific facilities, materials, and equipment as well as subcontracts or sub-grants, and other resources specifically required to carry out the project/program.

The Foundation also funds, within reason, indirect costs associated with funded projects and programs. The Foundation defines **indirect costs as general or administrative costs that are necessary to implement the funded project/program but that are not captured within the direct costs** or the line-item budget of the project itself. Funding indirect costs helps to ensure that the Foundation contributes to the true cost incurred by the grantee in carrying out the funded project/program.

Indirect costs may include the following general and administrative costs: office supplies; bank, payroll processing or audit fees; liability insurance; rent; utilities; telecommunications and other IT (if not already included in the direct costs of a project/program); general equipment purchase or maintenance; and salaries and benefits of executive or administrative personnel who may not be directly engaged in the project. Indirect costs must be listed in the grant budget as a line item and identified as such.

**EXCLUSIONS**

The following are excluded from calculations of indirect costs: fees for subcontractors, re-granting, and/or major one-time capital expenditures, such as capital renovations or capital purchases. In addition, because core support grants support the organization as a whole, the Foundation does not offer a separate line item for indirect costs in connection with these grants.

**RATE AND CALCULATIONS**

The Foundation allows for an indirect-cost allocation of up to 15%. The exact percentage will be determined during the grant review and development process. In many grants, the Foundation anticipates an indirect-cost allocation less than the maximum allowable rate.

Calculations for indirect costs will be thoroughly reviewed by Foundation staff for accuracy and applicability to the project/program. Indirect costs should be contained in the total amount requested, which is generally agreed upon between your organization and Foundation staff when the proposal is invited. Indirect costs amounts are not considered in addition to the grant amount under consideration.

SPONSORED PROJECTS POLICY

Although the Foundation will not pay indirect costs on subcontracted amounts there is an exception for projects under the aegis of a legitimate fiscal sponsor. In those cases, grantees may expect the Foundation’s grant to cover a reasonable fiscal sponsor fee. According to the National Network of Fiscal Sponsors, the industry standard for comprehensive fiscal sponsor services is 10%.