The Collins Foundation   
Responsive Grantmaking Program

Full Proposal Questions

## Instructions and FAQ

1. **How do I complete the Full Proposal application?**  
     
   At this stage of the application process, please complete only the Full Proposal Narrative and Section 7: Attachments.  
     
   Section 3: Annual Operating Budget and Section 6: Project Budget are still open for you to edit, if there have been any updates to your budgets since you first submitted your LOI. Please do not update Sections 3 and 6 if there have been no changes.  
     
   Sections 1, 2, 4, and 5 are locked and you will not be able to edit or update your responses.
2. **Are there word/character limits?**  
     
   When completing the narrative questions below, please note that there is no word limit. However, please try to keep the word count to 500 maximum per narrative question. Generally, 500 words = 1 page single-space or 2 pages double-space. You are not required to meet this maximum limit for each narrative question.
3. **Why have the recommended amounts and grant period been adjusted from the original request?**  
     
   In an effort to provide more flexibility in responding to the ongoing impacts of COVID-19, your originally requested amounts may have been adjusted by the Program Team to be more in line with what our trustees are likely to award. Furthermore, your originally requested grant period may have also been adjusted from a multi-year to a one-year or two-year recommendation. Please carefully review the Funding Recommendations section below to see if there have been any changes. For questions regarding your adjustments, please contact your assigned Program Officer.
4. **An Independent Contractor was assigned to review my full proposal. When will I be introduced to them and receive their contact information?**  
     
   Typically, an independent contractor will reach out to your organization after the Full Proposal due date to set up a site visit. Please note that most site visits are still being done virtually over email, phone, or Zoom meeting.

## Full Proposal Narrative Questions

1. [OPTIONAL] Have there been any updates or substantial changes in your organization or proposed work since you submitted your inquiry application?  
     
   *Enter “N/A” if this is not relevant.*Text, no character limit.
2. [OPTIONAL] If there is anything else that was not included in the LOI application that you would like to share with us about your proposed work, please share it here.  
     
   *Enter “N/A” if this is not relevant.*Text, no character limit.
3. **What do you hope to get done, learn, or discover as an organization in this grant period?**Text, no character limit.
4. **What challenges do you anticipate or currently face in the progression of your work?**Text, no character limit.

## 

## Required Attachments for General Operating Support

**If request type is General Operating Support, then the following attachments are required:**

1. **A list of board members. Include each member’s name and location.**  
   For example: Benny Beaver - Corvallis, OR; The Duck - Eugene, OR; Blitz the Bearcat - Salem, OR; Victor E. Viking - Portland, OR
2. **Year-end financial statements from the last full fiscal year [or] an audit from that year.**  
   NOTE: Tribal and government entities and large institutions should provide financial documentation from the relevant department, rather than the whole tribe or government.
3. **Current year financial statements for the most recent quarter:** 
   1. **Statement of Financial Activity (Profit & Loss statement)**
   2. **Statement of Financial Position (Balance Sheet)**

NOTE: Tribal and government entities and large institutions should provide financial documentation from the relevant department, rather than the whole tribe or government.

## Required Attachments for Project or Capital Support

**If request type is Project or Capital, then the following attachments are required:**

1. **A list of board members. Include each member’s name and location.**  
   For example: Benny Beaver - Corvallis, OR; The Duck - Eugene, OR; Blitz the Bearcat - Salem, OR; Victor E. Viking - Portland, OR
2. **Year-end financial statements from the last full fiscal year [or] an audit from that year.**  
   NOTE: Tribal and government entities and large institutions should provide financial documentation from the relevant department, rather than the whole tribe or government.
3. **Current year financial statements for the most recent quarter:** 
   1. **Statement of Financial Activity (Profit & Loss statement)**
   2. **Statement of Financial Position (Balance Sheet)**

NOTE: Tribal and government entities and large institutions should provide financial

documentation from the relevant department, rather than the whole tribe or government.

1. **Project Funding Plan** that outlines your secured, pending, and potential revenue sources. [**Use this template as a guidance**](https://docs.google.com/spreadsheets/d/14SUAaqS26qAj63geZqmXDlSxI97rle0MLPE5TYZHaz0/edit?usp=sharing)**.**

## Required Attachments for Capacity Building Support

**If request type is Capacity Building, then the following attachments are required:**

1. **A list of board members. Include each member’s name and location.**  
   For example: Benny Beaver - Corvallis, OR; The Duck - Eugene, OR; Blitz the Bearcat - Salem, OR; Victor E. Viking - Portland, OR
2. **Year-end financial statements from the last full fiscal year [or] an audit from that year.**  
   NOTE: Tribal and government entities and large institutions should provide financial documentation from the relevant department, rather than the whole tribe or government.
3. **Current year financial statements for the most recent quarter:** 
   1. **Statement of Financial Activity (Profit & Loss statement)**
   2. **Statement of Financial Position (Balance Sheet)**

NOTE: Tribal and government entities and large institutions should provide financial

documentation from the relevant department, rather than the whole tribe or government.

1. **Capacity building budget.**  
   Other funders in Oregon have great examples and templates of capacity building budgets. Please see [**Meyer Memorial Trust's template**](https://docs.google.com/spreadsheets/d/1BhDARhOqSkwpAJErNoBYV4hMPJae__TVuBKJnxpKeOo/edit#gid=1659376616) **for guidance**.

## Optional Attachments

***Please limit to five additional attachments:*** In general, The Collins Foundation prioritizes these types of additional documents *only if they are available*. You are not required to produce these documents specifically for this proposal.

* Letters of support from key partners
* DEI-related work, such as, training plans, curricula, sample hiring/retention policies, board development activities or board policies
* Schematic drawings, if capital/construction project
* Additional documents such as reports or assessments related to your proposed work