

Follow this checklist to successfully submit a grant proposal:



QUESTIONS?
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PRO TIP: Download a **Microsoft Word** version of the application to draft your responses to each section prior to submission.

TheJoyceFoundation

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Submit LOI

Typically, potential grantees will not be able to submit a full proposal until you have received an invitation from the Joyce Foundation to do so. You may access the form in Word to review questions and draft responses using the link at the top of the application page. We recommend reviewing the how-to guides or videos ahead of time to assist you with your submission.

- ✓ To begin the proposal process, click on the **Drafts** section.
- ✓ Click on **Draft Application** to access the proposal form, which will include your previous LOI responses, additional questions, and a list of attachments that are required to submit a full proposal.
- ✓ Click **Edit** to update or change any existing pre-populated answers and provide responses for new questions that appear.
- ✓ During the submission process, click the **Save** button often to ensure your data will not be lost. **The portal does not auto-save.**
- ✓ Double check that previously submitted responses in the **Project Overview** section are still accurate and complete with percentages where applicable (i.e. Geographical Area Served, Population Served, and Age Groups Served).
- ✓ Update any pre-populated answers from the **Project Narrative** section, if needed. Also, ensure you have completed the new questions within the character limits and with appropriate formatting.
- ✓ Attachments can be easily uploaded individually by clicking on the **+** icon for each document type. After the file has been located, upload the document to the proposal.
- ✓ If you need to return to a draft application at a later time, **save before exiting**. Log back in to the portal and locate the record under **Drafts** and click **Edit** to continue updating your proposal. Click **Submit** when you are ready for Joyce staff to review.
- ✓ A **Note to Submit Proposal** box will appear. No need to add text here, just click **OK**.