

The Joanna Foundation

PRE-PROPOSAL APPLICATION INSTRUCTIONS

Overview

Applying to The Joanna Foundation is a two-part process. The first part requires submitting a Pre-Proposal Application using the designated form with all the required attachments as a **single pdf file**. The second part involves submitting a full proposal, if invited.

- The Pre-Proposal Application form is available at www.joannafoundation.org. The completed application must be emailed to submit@joannafoundation.org.
- Pre-Proposals may be submitted no earlier than 15 days prior to the due date (Jan. 15, Apr. 15, or Sept. 15). This means the window for submissions will open on the 1st of the month. Applications must be received by 5 pm ET on the due date. Late submissions will not be accepted. The window may close early if volume is high. If this occurs, applicants will be notified promptly and encouraged to submit for the next due date.
- A limited number of organizations will be invited to submit full proposals.
- Selected organizations will receive notification by email about four weeks after the due date with additional instructions and a specific deadline date for submitting a full proposal.
- Organizations who are not invited to submit a full proposal also will be notified by email.
- Organizations may submit one pre-proposal per calendar year.
- Organizations that receive a grant must skip a calendar year before submitting again.

Pre-proposal due dates occur three times per year—January 15, April 15, and September 15. When necessary, a due date may be changed or suspended. Prospective applicants should visit The Joanna Foundation's web site every time they consider applying in order to check receipt dates, confirm eligibility, review current information and obtain the current Pre-Proposal Application Form. In addition, all applicants should read the Frequently Asked Questions.

Submission Instructions

In order to submit a valid pre-proposal by email, export/save the Pre-Proposal Application Form to your device, rename the file, complete the form, and include the required documents. The checklist at the end of the form will help you confirm that you have assembled the required documents. The Pre-Proposal must be submitted as a single file. To accomplish this, you can:

- (1) Use Adobe Acrobat (not Reader) to insert pdf files of your documents into the Pre-Proposal Application Form file; send a single, complete file as an email attachment; or
- (2) Print the completed Pre-Proposal Application Form, assemble paper copies of your documents, scan all the pages as a single pdf file and send it as email attachment.
- (3) If your file is very large, consider reducing or optimizing file size before sending.

Paper applications, multi-file applications and/or late applications will not be accepted.