

PEAK2026 CALL FOR PROPOSALS PROPOSAL SUBMISSION FORM GUIDE

This guide highlights the essential questions in the PEAK2026 breakout session submission form. For details on the PEAK2026 theme, session tracks, formats, and tips for a strong proposal, please [visit here](#).

Step 1: Speaker Information

1. Enter the Speaker's Details

You can have **up to four speakers** for all sessions **except** Spark Talks. Spark Talks can only have **two speakers**. We encourage you to provide any confirmed speaker names at this stage as we have found sessions with all speakers provided in the initial application have been scored highest by the committee. If you are looking for assistance from PEAK staff in securing additional speakers for your session, please note this in your proposal.

- First and last name
- Additional details: prefix, suffix, pronouns (optional)
- Title
- Organization
- Credentials (e.g. JD, PhD)
- Email
- Role (primary speaker/speaker)

2. Does the proposed speaker identify as a person with a disability and/or require any reasonable accommodations to participate in the convening as a speaker?

- Yes/No/Do not know/Decline to state

3. Speaker's Race and Ethnicity (choose one or multiple)

Each year, PEAK aims to provide a forum to diverse presenters from a variety of backgrounds and communities. By sharing responses to the following questions for each speaker, the review team can ensure the program includes traditionally underrepresented and marginalized perspectives throughout the breakout session offerings.

- Asian/Asian American
- Black/African American
- Hispanic/Latino/Latina/Latinx
- Middle Eastern/North African
- Native American/American Indian/Alaska Native/Indigenous
- Native Hawaiian/Pacific Islander
- White/Caucasian/European

- Multi-Racial/Multi-Ethnic (two or more races or ethnicities)
- Other
- Decline to state

4. Speaker's Gender/Sexual Identifiers (select all that apply)

- Female assigned at birth
- Male assigned at birth
- Nonbinary
- Gender non-conforming
- Transgender
- Gay
- Lesbian
- Bisexual
- Straight/Heterosexual
- Queer
- Different Identity (*you will see space to describe your gender/sexual identity*)
- Decline to state

5. Has this speaker spoken at a PEAK convening in the last three years? PEAK aims to feature a variety of member voices from our community of over 9,000 grants professionals. We encourage session developers to recruit and feature grants professionals who have not had this opportunity in recent years and are able to offer unique perspectives and experiences within the sector.

- Yes, No, N/A

Step 2: Session Information

6. What track does your session align with and support? Please select all that apply. For additional information on each of the tracks, please visit:

<https://www.peakgrantmaking.org/events/peak2026-call-for-proposals/>.

- **Grants Professional Toolkit:** Build and hone the essential competencies, knowledge, and technical skills to excel in grantmaking and grants management.
- **Driving Equity and Inclusion:** As we seek to activate each member to go beyond being good in their role, these sessions will explore how to build trust with community partners and embed equity, inclusion, and racial justice into practices.
- **Reimagining Funding Strategies:** Learn how grants professionals are evolving their strategies and processes to maximize community impact beyond conventional 501(c)(3) support.

- **Harnessing Data and Technology:** Understand how to employ data and technology to operationalize equitable grantmaking practices and improve knowledge sharing.
- **Strengthening Organizational Culture and Strategic Leadership:** Learn how to cultivate supportive organizational cultures and grants professional competencies as people managers, change agents, and collaborators, while prioritizing wellness.

7. Session Title

A session must have a short, specific presentation title (containing no abbreviations) indicating the presentation's content and nature. Limit of 150 characters.

8. Session Type

Please select the intended session format for the session. For further information on each of the meeting types, please visit: www.peakgrantmaking.org/events/peak2026-call-for-proposals/.

- **Ask Me Anything** (75 minutes)
- **Spark Talk** (30 minutes)
- **Solutions Sprint** (75 minutes)
- **Virtual Session** (75 minutes)
- **Workshop Session** (75 minutes)

9. Session Description for Promotion

Draft a brief session description (5-7 sentences) that can be used to assess your proposal, and if selected, promote your session on the PEAK2026 webpage and attendee app. Limit of 2,000 characters.

10. What are the learning objectives for session attendees?

Outline what you anticipate session attendees will gain in knowledge, skill, and capacity by being a part of your session. If selected, these learning objectives will be incorporated into the ending of your session description for the PEAK2026 webpage and attendee app. Limit of 500 characters.

11. Session Agenda/Outline

Provide a session agenda or outline with enough details that will allow the PEAK2026 Planning Committee and PEAK staff to evaluate the content of your session. Be sure to address how your session will be interactive and make time for questions and answers with the audience. Limit of 2,000 characters.

12. What diverse perspectives will you and your co-presenters and/or content bring to the PEAK2026 convening?

PEAK seeks to ensure a full range of diverse perspectives are present in our convening's speakers, and diversity is reflected in different ways: gender identity, racial/ethnic identity, disability status, type of funding institution, organization, role within the organization, time in philanthropy, PEAK membership, geography, and more. Provide information that will give the



PEAK2026 Planning Committee and PEAK staff an understanding of the diversity represented in your speakers. Limit of 2,000 characters.

13. What is the target audience's skill level for this session? (Select all that apply).

- **Entry:** for those who are at a beginner level in their knowledge and skill in the content area.
- **Intermediate:** for those with some knowledge or skill in the content area.
- **Advanced:** for those who are highly knowledgeable and skilled in the area.

14. How does the session support accessibility and the inclusion of attendees with differing identities, communities, backgrounds, abilities, and learning styles?

Describe how your session is designed considering the principles of accessibility and inclusion. Limit of 2,500 characters

15. How is your proposed session rooted in the Principles for Peak Grantmaking, advancing equity, advocacy, and knowledge?

Share how your proposed session exemplifies any of the five [Principles for Peak Grantmaking](#), and promotes more equitable, effective and values-based grantmaking strategies that promote justice, inclusion, and equity. Limit of 2,000 characters.

16. PEAK is always looking for great content. Regardless of your selection to present at PEAK2026, would you be potentially interested and willing to present this session virtually? (Yes/No)