Foundation Funding Request Form

Project Director: ____________________________  Date: _________________
Department: ________________________________  Ext: _________________
Co-PDs: (if applicable) ________________________________

Please describe the research or project you would like to pursue below. The information you provide enables Foundation Relations to better identify potential funders and to consult on the grant application process.

If you have already identified a specific grant opportunity, please provide:

Name of Foundation: ____________________________________________________________

Grant Opportunity / Deadline(s): __________________________________________________

Website Link: _________________________________________________________________

Project Title: __________________________________________________________________

Please provide the following information in one page (maximum):

1. Mission / Purpose:
   On what measurable problem are you focused?
   Why is this project necessary or important to accomplish?

2. Credibility:
   Why are you the right person to be leading this project?
   What experience do you have in this area?

3. Objectives:
   What are your specific objectives? Please provide at least three.

4. Methods / Timeline:
   How will you achieve your objectives?
   Are your proposed methods evidence-based?
   What is your timeline for achieving these objectives?

5. Anticipated Outcomes:
   How much impact on the problem or need do you intend to have?
   Are your anticipated outcomes measurable? Please provide at least three.

6. Collaboration:
   Are you partnering with other individuals or organizations for this project?

7. Financial Need:
   What is your estimated project budget? See sample budget on page 2.

8. Required Signatures:
   Project Director (1): ____________________________  Date: _________
   Project Director (2): ____________________________  Date: _________
   Dean: ________________________________________  Date: _________
### Sample budget

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>University Matching</th>
<th>Third Party Donations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Stipends (Professional Staff)</td>
<td>$</td>
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<tr>
<td>Salaries (Support Staff)</td>
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<tr>
<td>Fringe Benefits</td>
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<tr>
<td>Travel</td>
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<td>Housing</td>
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<td>Construction</td>
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<td>Computing</td>
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<tr>
<td>Equipment/Supplies</td>
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<td>Conferences</td>
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<tr>
<td>Other</td>
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<tr>
<td><strong>Total Project Budget</strong></td>
<td><strong>$</strong></td>
<td></td>
</tr>
<tr>
<td>University Support</td>
<td></td>
<td></td>
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<tr>
<td>Fundraising Required</td>
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</tbody>
</table>

Total Project Budget $___________________________

Things to consider when formulating a budget:

- Housing Costs.
- Indirect Costs – Is calculated as on-campus or off-campus.
- Marketing
- Cost sharing (from your dept., in-kind, etc.)
- Rental Space / Equipment.
- Travel costs.
- Faculty Replacement Costs.
- Course Release Needed.
- Food and Misc. Costs.
- Clerical Support.
- Conference Attendance.