

## **Davis Educational Foundation**

30 Forest Falls Drive, Suite 5

Yarmouth, ME 04096

[www.davisfoundations.org](http://www.davisfoundations.org)

### **OBJECTIVES**

The Foundation seeks to strengthen the undergraduate programs of public and private, regionally accredited, baccalaureate degree granting colleges and universities in New England. The Foundation is interested in supporting more effective teaching and learning. The Foundation is interested in controlling costs.

In order to achieve these objectives, the Foundation has funded:

Projects that improve the curriculum, the learning environment, assessment of undergraduate learning outcomes, faculty development, incentive systems, and administrative structures.

Collaborative efforts among colleges and universities to reduce costs and improve learning.

Studies and planning efforts central to the Foundation's concerns and interests.

The Foundation does not fund endowments or scholarships nor does it make grants to capital campaigns. The Foundation typically does not make concurrent awards to institutions.

**\*Please note deadline dates for 2017.**

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## Grant Application

Please review the Foundation's funding objectives prior to completing this application. The objectives may be found on our website or by contacting the Foundation. The Foundation does not have a pre-proposal or letter of inquiry requirement, but we strongly urge you to contact Foundation staff prior to preparing a proposal.

Organization Name \_\_\_\_\_ IRS Tax ID Number \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

President's Name \_\_\_\_\_ E-mail Address \_\_\_\_\_

Project Contact Person \_\_\_\_\_

Position \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Development Officer \_\_\_\_\_

Title \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Project Title \_\_\_\_\_

Project Budget \_\_\_\_\_ Request Amount \_\_\_\_\_ Request Term (months) \_\_\_\_\_

### Brief Project Description:

**Submission Requirements:** All deadlines require printed materials be received at the DEF office by noon on the deadline date.\*

**I. Project Narrative.** (9 copies + electronic copy in word processing format, minimum 12 pt. font)

Please attach a concise five-page narrative that includes:

*Please paginate project and budget narratives and observe page number limit.*

1. A description of the project, its purpose, leadership, methods, and timetable for implementation.
2. A description of the specific outcomes expected, their importance, and the method of determining whether those outcomes have been achieved.
3. A short statement describing the institution's mission and unique qualities. If necessary, this page may be appended to the five page project narrative addressing items #1 and #2.

**II. Project Budget and Budget Narrative.** (9 copies + electronic copy as spreadsheet and/or word processing document)

1. A detailed project budget displayed by year, including expenses to be assumed by the institution.
2. A supporting narrative that provides additional detail for proposed budget items and relates budget items to the project narrative.

**III. Audited Financial Statements.** (3 copies with proposal; electronic copy not required)

**Submission Deadlines:** All deadlines require printed copies of items I, II, and III be received by noon at the DEF office on the deadline date. \*The 2017 deadline dates are March 15, May 15, September 29.

## **Budget Preparation Notes**

### **How does the Foundation view proposal budgets?**

Grants are provided to support innovation and adoption of practices that improve teaching and learning outcomes and/or the cost efficiency of the institution. Generally, funding requests may include items that are not included in the college or university's budget. Grant funds are not awarded to provide budget relief.

### **Which personnel expenses are eligible for funding?**

If faculty participation in the funded project will require work deemed outside of their normal responsibilities, grant funds may be budgeted for faculty stipends or for course release. Eligible course release expenses are those actual costs incurred to hire replacement instructors. Administrators on salaried full year contracts are typically expected to oversee or participate in special projects; their salaries are seldom eligible for grant support.

Fringe benefit expenses are also treated on an actual cost incurred basis. When a stipend is paid, legally mandated taxes and insurance – and sometimes retirement – expenses are incurred and may be included in the grant budget. Full fringe benefit rates that include health insurance and other benefits may not be charged on stipends.

### **What about new positions?**

The Foundation carefully scrutinizes requests involving new positions due to the associated carry forward expense to the institution and our philosophical aversion to contributing to increased costs. We do recognize, however, that there are instances when a new position is justified. For budgets containing newly-created positions, we expect the institution to assume an increased portion of the expense over the life of the grant.

### **What are the Foundation's expectations regarding institutional match?**

We look for proposals that address institutional priorities. If a campus is requesting external funding for a project, its commitment to the project should be evident in many ways including the budget. Amounts and percentages will vary by project and institution, but the commitment must be clear.

### **What items are not eligible for funding?**

In addition to the personnel discussion above, the foundation does not fund international travel, automobile leases or purchases, new construction and retrofitting, furnishings, scholarships, indirect or overhead expenses.

The Davis Educational Foundation does not fund endowments or scholarships nor does it make grants to capital campaigns. The foundation recognizes that project-specific proposals may coincide with the timing of an institution's capital campaign. Such proposals, that otherwise meet the foundation's objectives and criteria, are eligible for consideration.

### **Does the Davis Educational Foundation make multiple-year awards?**

Yes. The foundation recognizes that the objectives it strives to achieve frequently require multi-year initiatives. Many of the foundation's grants are for two or three year periods. Three years is the maximum term for which funding may be requested.

Please see the Foundation's website for additional Frequently Asked Questions and for updated submission requirements:  
[www.davisfoundations.org](http://www.davisfoundations.org)