

## Implementation Grant Proposal

As of the Fall 2021 application cycle, the Davis Educational Foundation has transitioned to an online application form. **All requests must be submitted through the online application accessed through the Foundation's website.**

The content of the application appears below to aid in drafting your application. Within the actual application portal, you will have the opportunity to save and return to your work at any point before submitting.

### Section 1 - Eligibility Quiz

Applicants must meet all required eligibility conditions to be considered for an implementation grant from Davis Educational Foundation (DEF).

\*Is your organization not-for-profit? (Yes/No)

\*Is your organization based in Maine, New Hampshire, Vermont, Massachusetts, Rhode Island or Connecticut? (Yes/No)

\*Is your organization a regionally-accredited baccalaureate degree granting organization or a collaborative of eligible institutions? (Yes/No)

\*Is this request for an endowment, scholarship or capital campaign? (Yes/No)

\*Does your organization currently hold an Implementation Grant from the Davis Educational Foundation for which a completion report has not been submitted?

*Please note that if an organization has an active Presidential Grant, this does not affect eligibility to apply for an Implementation Grant.*

### Section 2 - Introduction

Hello, (USERNAME)

Welcome to the Davis Educational Foundation's Implementation Grant application.

Please review the Foundation's funding objectives prior to completing this application. The objectives may be found in detail on our website.

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 at [def@davisfoundations.org](mailto:def@davisfoundations.org).

For specific questions regarding the application, please review our FAQ page. If you have further questions regarding the application and your organization's eligibility, please email [def@davisfoundations.org](mailto:def@davisfoundations.org). Please coordinate proposal submission with the institution's development office.

Applications must be submitted via the portal by **5 pm** on:

March 10

May 10

October 1

If the submission date falls on a weekend or holiday, applications will be due on the business day prior to the submission date.

### **Application Instructions**

Over the next few pages, you will be asked questions about your organization and project. All required fields are noted with a **red asterisk**. Once all required questions have been answered, you will see a green checkmark appear on the tab for that page, located on the right-hand side of your screen.

The portal will save your responses every time you click out of a field, as well as every 30 seconds. At any time, you may click the save and come back later button, which will also save your responses and return you to the main page of the portal.

### Section 3 - Organization

**\*Organization Name:**

**\*Does your organization have a fiscal sponsor or a IRS Tax ID number (EIN)? (Yes/no)**

IRS Tax ID Number **\*Organization**

Address:

**\*Country:**

**\*Address 1**

Address 2 **\*City:**

**\*State:**

**\*Zip Code:**

**\*Organization Telephone Number**

**\*Organization Mission**

*A short statement describing the institution's mission and unique qualities.*

### Section 4: Project Details

\*Project Title

\*Requested Amount

\*Project Budget

\*Grant Term

*Please provide the grant term in months*

\*Grant Start Date:

\*Grant Start Date:

\*Brief Project Description

*Please limit your response to 50 words.*

\*Project Narrative and Expected Outcomes

*Please provide: 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.*

*Please provide this section in minimum 12 pt. sans serif font, **highlight acronyms** the first time they are presented, and paginate the document not to exceed five pages. Citations may be appended inside the document and in addition to the five page limit.*

(Upload File)

## Section 5: Project Contact Information

Please enter the contact information of the individuals associated with the project. (Note: You will have the opportunity to add yourself as one of the contacts and enter the information of the other project contacts below.)

College/University President

*Please enter the organization's leader or executive director if not a college or university.*

\*First Name

\*Last Name

\*Suffix

\*Title

Pronouns

\*Email

\*Telephone

Project Contact Person

*This should be the person managing the project, and the best contact with regards to the grant activities and outcomes. (Enter up to 2 individuals in the case of co-PIs)*

\*First Name

\*Last Name

\*Suffix

\*Title

\*Department

Pronouns

\*Email

\*Telephone

Development Officer

\*First Name

\*Last Name

\*Suffix

\*Title

\*Department

Pronouns

\*Email

\*Telephone

## Section 6: Project Budget and Narrative

### Project Budget

Within this upload please include a detailed project budget displayed by year, including expenses to be assumed by the institution. This should be in an Excel or other spreadsheet format. Please do not upload another file type such as .doc(x), .pdf, or other text file.

(Upload File)

### Project Budget Narrative

With this upload, please include a supporting narrative that provides additional detail for proposed budget items and relates budget items to the project. This may be in any file format.

(Upload File)

## Section 7: Audited Financial Statements

### Audited Financial Statements

Please upload the latest version of your organization's audited financial statements.

(Upload File)

#### Section 8: Review and Submit

At this point you will be directed to any missing information that needs to be completed before submission. If the application is complete, you may submit the form and you will receive a confirmation email that the application has been successfully accepted into the system. If you do not receive this email, please check your spam filter and then feel free to reach out to Davis Educational Foundation staff at [def@davisfoundations.org](mailto:def@davisfoundations.org) for assistance.

Thank you!