

## 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.

## Application Submission Instructions

### **2021 Submission deadlines:**

Applications must be received in the foundation office **by noon on:**

March 15, May 14, and October 1

**NOTE:** If your campus is preparing a submission for the March 15, 2021 deadline and is unable to submit paper copies, please contact Davis Educational Foundation staff by **Friday, March 5** and provide electronic copies no later than end of day on **Thursday, March 11**.

- Due to the ongoing COVID-19 pandemic and unpredictable New England weather, systems of all kinds are likely to experience delays. We suggest applicants allow an extra one to two days for delivery, and do not require a signature for delivery to the Foundation offices.
- Applicants are urged to contact program staff ([def@davisfoundations.org](mailto:def@davisfoundations.org)) well in advance of the submission deadline to discuss proposal ideas and to confirm eligibility.
- All submissions must be coordinated through the college or university development office.
- Electronic copies should be forwarded as email attachments to [def@davisfoundations.org](mailto:def@davisfoundations.org) in advance of the deadline. Please include the budget file as an Excel or other spreadsheet document. Narrative information may be submitted as a Word file (.doc, .docx) or an OCR formatted .pdf.

### 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 \_\_\_\_\_

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

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

Position \_\_\_\_\_

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

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

Title \_\_\_\_\_

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

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

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

Start Date: Mo/Yr \_\_\_\_\_ End Date: Mo/Yr \_\_\_\_\_

#### 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.** (8 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.** (8 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.

#### Upcoming deadline dates:

- March 15, 2021
- May 14, 2021
- October 1, 2021
- March 15, 2022

## **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)