

2018 – 2019 Grant Program

Overview and Instructions

**Our History**

Women and Philanthropy was formed in 2002 by a group of women committed to becoming advocates and philanthropic supporters of the university. Since then, Women and Philanthropy has grown dramatically — in membership, influence and impact. To date, the organization retains more than 200 investors and has contributed more than $3.75 million to ASU in the form of grants. The 2018-19 season is our 16th year, continuing a tradition of significant impact on the critical initiatives of ASU as a New American University.

Women and Philanthropy’s collective voice is formed by each investor who makes an annual contribution to the Women and Philanthropy Pooled Fund. Each year, investors decide how to distribute their funds among university initiatives and scholarship programs that support ASU’s students and faculty in transcending boundaries, identifying and taking on new challenges and driving innovative solutions.

There is no priority or preference given to proposals that focus, support or align with female oriented programs. For more information about the ASU Foundation’s Women and Philanthropy program please visit the website at: giveto.asu.edu/womenandphilanthropy.

**Our Mission**

Women and Philanthropy inspires and empowers accomplished women to become visionary investors through a collective, significant force supporting Arizona State University.

**Contact Information**

ASU Foundation for A New American University, Fulton Center, 6th Floor; Mail Code 5005.

**Shawn Greene**

**Development Officer**

480-965-2211

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**Grant Submissions**

Women and Philanthropy will allocate the members’ annual investments to provide grants to top ASU programs. Grants awarded will range from $10,000 to $100,000.

The number of grants awarded will depend on the requested amount of the grants selected and the amount of contributed funds available each year.

**Eligibility**

1. Must be in support of Campaign ASU 2020 priorities as noted in the unit’s campaign case statement and must demonstrate alignment with ASU’s Charter and mission.
2. Must be submitted by a current ASU staff/faculty or ASU Foundation employee.
3. Any program that has received past Women and Philanthropy funding is ineligible to apply for a grant for the same program for three (3) years. If you are unsure of your eligibility, please contact the Women and Philanthropy office.
4. No multi-year requests or pledges will be considered. Requested funds should be used during the 2019-20 academic year.
5. To help support the application and funding process within ASU we require Women and Philanthropy applications be reviewed and submitted electronically by the assigned Research Administrator (RA) for your unit.
* The ASU office of Research Administration offers a valuable source of proposal development support with a large clientele in the university.
* More information and a list of RAs can be found at <https://researchadmin.asu.edu/>
* It is important to contact your RA well in advance of the deadline to ensure adequate time for application development, review and submittal.

**Timeline and Key Dates**

1. The grant application form will be sent electronically by the Provost’s Office to all ASU invitees over the summer. Applications can also be requested directly from Women and Philanthropy.
2. Completed applications must be submitted as a Word document no later than **Friday**, **September 14, 2018** to womenandphilanthropy@asu.edu.
3. All applications will be reviewed and evaluated. Selected proposals will be scheduled for site visits by Women and Philanthropy Investment Committee members. If chosen as a semi-finalist, additional clarifying questions will also be asked prior to the site visit.
4. Communication regarding those applicants selected and not selected for site visits will occur no later than **mid-October 2018.** (exact date TBD)
5. Communication regarding those applicants selected and not selected for final presentations will occur no later than **January 2019**. (exact date TBD)
6. Finalists must attend a presentation rehearsal in **mid-February 2019** (exact date TBD) **at the Fulton Center, ASU Tempe Campus**
7. Finalists will be required to make a presentation to the Women and Philanthropy membership in **February/March 2019** (date and venue TBD)**.** Please be prepared to hold 8:00 AM – 1:00 PM on this date.
8. Final proposal selections will be voted on by all Women and Philanthropy members. Notification of those applicants selected/not selected for funding will be completed no later than **mid-March 2019.** (exact date TBD)
9. The 2018-19 grant recipients will be announced to Women and Philanthropy investors at the year-end Celebration event, **in April/May 2019** (exact date TBD). All funded programs will be required to have at least one representative at this event to accept the award.
10. For approved proposals, fund transfers will be completed no later than Sunday, **June 30, 2019**.
11. Two funding reports (due **December 2019** and **August 2020**) will be required for funded proposals.

If you have any questions, don’t hesitate to contact the ASU Foundation Women and Philanthropy Office.

**Grant Evaluation Criteria**

**Programs will be evaluated on the following:**

* **Demonstrated Need:** Ensure that the program addresses a quantified issue/need that has been identified as a strategic priority and supports ASU’s vision.
* **Academic Need:** Has appropriate, qualified faculty, staff and students with experience that is relevant to successfully complete the project.
* **Administrative Support and Accountability:** Has supportive administration, adequate budget, financial support (dollars, in-kind), and plans for effective evaluation.
* **Campaign ASU 2020 Alignment:** Project supports either some or all campaign objectives in a meaningful and powerful way (i.e. Ensure Student Access & Excellence, Elevate the Academic Enterprise, Enrich our Communities).

**Grant Writing Suggestions for Consideration**

* Be sure your grant proposal tells a compelling and powerful story of the need/use/impact of your request.
* To appeal to a large and varied audience, you should incorporate a balance of statistical impact as well as the “human” impact stories.
* Avoid academic and/or research technical terms and jargon as much as possible. If necessary, please make sure it is defined.
* Remember your audience for this grant. Women and Philanthropy is an intelligent community audience with a wide variety of age, experience, knowledge and interests but they are not experts in your field.
* Keep your **grant title short and simple** but make sure it accurately describes the program request. The title of your grant is how your grant proposal will be referred to throughout the evaluation process so you want it to be **appealing but recognizable.**

**Grant Submission Instructions**

Completed applications must be submitted as a Word document no later than **Friday**, **September 14, 2018** to womenandphilanthropy@asu.edu.

Applications must use a **12-point** font that is entered in the form fields. Please only **include pages 6-9** in your final submission and include the following in the body of the submission email in bullet form: **(1) Grant Title (2) School (3) Unit and (4) PI.** No exceptions will be allowed. Any proposal that is incomplete, not in the correct format or does not have the required information will automatically be removed from consideration.

GRANT APPLICATION

**Checklist**

* **Title Page**
Please provide grant title and contact information.
* **Proposal statement**

This statement clearly articulates in 30 words or less what you are requesting.

* **Proposal summary in a narrative of 500 words or less.**

This is a key and critical piece of the proposal package. Below are a few suggestions to help you in writing this narrative:

* Write the summary as if this is the only thing the membership reads before voting. Be sure to make it clear and concise, and state the critical points of your proposal.
* Tell your story (mission, vision, promise, approach, use/impact of grant) in a succinct, compelling, and powerful way. Be sure to include any issue(s)/unmet need(s) your project intends to address.
* If chosen as a semi-finalist, additional clarifying questions will be asked prior to the site visit. The site visit team will also review your summary and provide coaching to ensure it is most effective in communicating your proposal for the general membership.
* **Logic table**

On the provided logic table, please include no less than two and no more than five key dates. Keep each input under 20 words.

* **Budget**Use of the enclosed application budget template is mandatory. Costs must be appropriate and realistic for services provided and number of individuals served. Lines can be added or deleted to accurately reflect your line items.

**\*\*\*DO NOT** include names of staff/student/faculty with compensation or other confidential details. Use position titles or other appropriate job descriptions only.

*If awarded, expenditures of the grant funds must adhere to the specific line items in the approved budget. Transfers or variations among the items in the approved budget are limited to ten percent (10%) of the approved line item without notification to Women and Philanthropy. Adjustments greater than 10% require notification in writing to Women and Philanthropy.*

* **Site visit availability**

If selected as a semi-finalist, you will be contacted to schedule a site visit during the indicated weeks.

* Optional– as a supplement to your summary, a one-page infographic or link to a video can be included, however, you will not be penalized for not submitting this additional information. Other appropriate informational materials for program background or context may be included. For example: media coverage, testimonials, fliers, etc. These will be considered supplemental; do not rely solely on these materials to make the case for funding.

**Title Page**

**Title of Grant:** Click or tap here to enter text.

**College/School/Center/Institute (Unit):** Click or tap here to enter text.

**Department/Program Name *(if applicable)*:** Click or tap here to enter text.

**Amount Requested: $** Click or tap here to enter text.

**Is partial funding acceptable?** [ ] Yes [ ]  No

If yes, please include amount: $ Click or tap here to enter text.

**Physical Address:** Click or tap here to enter text. **Mail Code:** Click or tap here to enter text.

**City:** Click or tap here to enter text. **ZIP:** Click or tap here to enter text.

**Phone Number:** Click or tap here to enter text. **Website:** Click or tap here to enter text.

**Primary Contact Name:** Click or tap here to enter text. **Title:** Click or tap here to enter text.

**Primary Phone Number:** Click or tap here to enter text.

**Primary Contact Email:** Click or tap here to enter text.

**Secondary Contact Name:** Click or tap here to enter text. **Title:** Click or tap here to enter text.

**Secondary Contact Phone Number:** Click or tap here to enter text.

**Secondary Contact Email:** Click or tap here to enter text.

**Submitted by (RA Name):** Click or tap here to enter text. **Date:** Click or tap here to enter text.

**RA Phone Number:** Click or tap here to enter text. **RA Email:** Click or tap here to enter text.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Proposal Statement**This statement clearly articulates in 30 words or less what you are requesting. As an example, “The dollars will be used to purchase lab equipment for a graduate course which will study rainfall patterns in Phoenix.”  Alternatively, “The dollars will be used to host a summer program for incoming foster youth students.”Click or tap here to enter text.**Proposal Summary**Write the summary as if this is the only thing a Women and Philanthropy member reads before voting. Be sure to make it clear and concise, and state the critical points of your proposal. Tell your story (mission, vision, promise, approach, use/impact of grant) in a succinct, compelling, and powerful way. (Maximum **500** words) Click or tap here to enter text.**Logic Table** On the provided logic table, please include **no less than two and no more than five key dates**. Keep each input under 20 words. The goal of this table is to help illustrate the steps needed to achieve your overall goal (as stated in your proposal statement).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **ProjectedDate** | **Inputs**(what you have or need to do your project) | **Activities by Date** (what you plan to do to make the project happen) | **Outputs**(what you produce or deliver as part of the project) | **Outcomes/Impact** (changes immediately after or within 1-2 years) |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |

**Budget****Title of Grant**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Start Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **End Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **LINE ITEM** | **AMOUNT** |
| **1. Personnel – Salary, Wages, and Benefits** |  |
|  **Faculty Salaries and Benefits** |  |
|  X Position (X Rate of Pay @ X% FTE) | 0 |
|  X Position (X Rate of Pay @ X% FTE) | 0 |
|  Total Faculty Salaries | 0 |
|  Fringe Benefits Faculty (@ X% FTE) | 0 |
|  **Total Faculty Salaries and Benefits** | Enter Total |
|  **Staff Salaries and Benefits** |  |
|  X Position (X Rate of Pay @ X% FTE) | 0 |
|  Total Staff Salaries | 0 |
|  Fringe Benefits Staff (@X% FTE) | 0 |
|  **Total Staff Salaries and Benefits** | Enter Total |
|  **Student Salaries and Benefits** |  |
|  X Position (X Rate of Pay @ X% FTE) | 0 |
|  Total Student Salaries | 0 |
|  Fringe Benefits Student (@X% FTE) | 0 |
|  Student Tuition Remission Flat Rate | 0 |
|  **Total Student Salaries and Benefits** | Enter Total |
| **TOTAL PERSONNEL COSTS** | Enter Total |
| **2. Other Direct Costs** |  |
|  Subcontractors/Consultants Click or tap here to enter text. | 0 |
|  |  |
|  Equipment and Supplies Click or tap here to enter text. | 0 |
|  |  |
|  Travel Click or tap here to enter text. | 0 |
|  |  |
|  Other Click or tap here to enter text. | 0 |
|  |  |
|  Other Click or tap here to enter text. | 0 |
|  |  |
|  Other Click or tap here to enter text. | 0 |
| **TOTAL OTHER DIRECT COSTS** | Enter Total |
| **3. Indirect Costs** |  |
|  6% ASU Administration Fee  | 0 |
| **TOTAL PROJECT COSTS** | Enter Total |

**Site Visit Availability**

If selected as a semi-finalist, you will be contacted to schedule a site visit between Monday, **October 15 and Friday, November 30**. Site visits typically last 1-2 hours and take place in your area of practice (i.e. office, lab, research facility).
I am available during the following week(s): (Please check all that apply)

* October 15 – 19
* October 22 – 26
* October 29 – November 2
* November 5 – 9
* November 12 – 16
* November 26 – 30
* No preference of week

During the indicated week(s) (as marked above), I am available on the following days/time frames:
**Please indicate a general time frame you are available by marking your preferred time with an “A” for “available.”** If possible, mark three or more potential timeslots.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Day** | 9am – 11am | 11am – 1pm | 1pm – 3pm | 3pm – 5pm |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday  |  |  |  |  |

Comments (optional): Click or tap here to enter text.