INSTITUTIONAL ADVANCEMENT

Grants and Foundation Relations: Finding Funders, Developing and Submitting Proposals and Managing Grants
April 2019
GRANTS AND FOUNDATION RELATIONS
Finding Funders, Developing and Submitting Proposals and Managing Grants

- Grants and Foundation Relations Goals
- How Grants & Foundation Relations Can Help You
- Getting Started
- Resources for Locating Funding
- Developing the Proposal and Budget
- Proposal Reviews
- Approval and Submission
- Post-award Management
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Goals

• Develop a University-wide coordinated and sustainable philanthropic revenue stream through grants from:
  ▪ Private foundations
  ▪ Corporations
  ▪ Government entities

• Support the University’s faculty and programs by utilizing best practices for prospect research, proposal writing, and stewardship
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Helping You

- Locate prospective funding sources
- Proposal development
- Proposal review and approval
- Proposal submission
- Post-award management
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Getting Started: Paths to a Proposal

Faculty/Staff-Initiated
Project or opportunity identified by:
~ Individual
~ Collaborative team

Grants and Foundation Relations-Initiated
Identified via:
~ Research
~ Funding alerts

Funder-Initiated
Resulting from:
~ Past support
~ New connections
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Resources for Identifying Funders

• Grants and Foundation Relations Web Page: https://www.antioch.edu/resources/general-information/grants-foundation-relations

  ▪ Subscription resources:
    ➢ InfoEd SPIN
    ➢ Foundation Directory Online

  ▪ Free resources
    ➢ Foundation Center: http://foundationcenter.org/
    ➢ Funding alerts from granting agencies
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Developing the Proposal and Budget

- Grants and Foundation Relations takes the lead on:
  - Meeting eligibility requirements
  - Point of contact with the funder for questions
  - Provide required institutional information
  - Writing (some of) the narrative
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Developing the Proposal and Budget

• Grants and Foundation Relations takes the lead on:
  ▪ Budget development
  ▪ Proofread/edit proposal narrative (as needed)
  ▪ Routing the proposal and budget for approvals
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Developing the Proposal

• The Principal Investigator or Project Director takes the lead on:
  - Writing (most of) the proposal narrative
  - Identifying personnel, equipment, and other budget requirements
  - Ensuring the proposal addresses the funder’s specific questions and requirements
Review the final proposal for adherence to funder guidelines and requirements
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Recent Proposal Submissions

AUS Education Department
Institute for Museum and Library Services

SLIDE, a 3-year Research Project on School Librarians
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Recent Proposal Submissions

AUNE Community Garden Connections
New Hampshire Children’s Health Foundation

Monadnock Regional Community Food Security Assessment Pilot
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Recent Proposal Submissions

AUS Urban Environmental Education
WA State Recreation and Conservation Office

Student-Led Sustainable Climate Solutions
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Developing the Budget
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Developing the Budget

- Standard budget items include:
  - Salaries, wages and fringe benefits for all personnel
  - Equipment
  - Travel
  - Cost sharing
  - Materials and supplies
  - Publication costs
  - Consultant services
  - Indirect costs

- Budget template on Grants and Foundation Relations web page
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Developing the Budget

• If it’s in the narrative, quantify it in the budget

• If it’s in the budget, describe it in the narrative
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Proposal and Compliance Reviews

• All proposals must be reviewed by Grants and Foundation Relations prior to submission

• Special review may be required:
  ▪ Human subjects: Institutional Review Board (IRB)
    ➢ See http://www.antiochne.edu/institutional-review-board/ for campus contacts
  ▪ Animal use: Institutional Animal Care and Use Committee (IACUC)
  ▪ Conflict of interest
  ▪ Intellectual property
  ▪ Technology transfer
  ▪ Acceptance of award terms and conditions
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Approval and Submission

• Routing for final approval
  § Final approval may include the chancellor, VCAA, provost, VPAA, VP finance, department chair or director
  § It takes time! Review and approval can take up to 5 working days for proposals that don’t require special review and longer for proposals requiring IRB, IACUC or other review
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Approval and Submission

• Submitting the Proposal
  ▪ Grants and Foundation Relations will work with the PI/PD on:
    ➢ Gathering and formatting required attachments
    ➢ Determining who assembles and submits the final proposal package
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Funding Examples

AUS Education Department
WA State Professional Educators Standards Board: $518,000 over 2 years

For the Alternate Route to Teacher Certification, a program to recruit and support low-income teacher candidates
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Funding Examples

AUM Robert Dizney Writing Center
The Virginia W. Kettering Foundation: $10,000

For a 3rd year of outreach activities to extend Writing Center support into the classroom and the curriculum.
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Funding Examples

AULA MA in Nonprofit Management

*Ralph M. Parsons Foundation: $40,000*

For a 2nd year of support for recruitment and marketing efforts
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Funding Examples

AUNE Nature-based Early Childhood Program

George B. Storer Foundation: $160,000

For a 6th year of general support
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Post-award Management

- Review post-award requirements and determine who is responsible for ensuring they are carried out

- Post-award management can include:
  - Signing agreements or contracts
  - Sending a letter of thanks to the funder
  - Negotiating award specifics with the funding agency
  - Managing the project's activities
  - Requesting changes to the scope of work or budget
  - Submitting interim and final reports
  - Closing out the grant account
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What About Individual Donors?

• Laura Andrews, AUNE & AUM
  landrews@antioch.edu
  603-283-2165

• Leslee Creighton, GSLC
  lcreighton@antioch.edu
  937-769-1341

• Carol Krumbach, AULA, AUSB & AUS
  ckrumbach@antioch.edu
  310-578-1080, ext. 118
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Contact Information

Lisa Farese
Director of Grants and Foundation Relations
40 Avon St.
Keene, NH 03431
Office: 603-283-2102
Mobile: 928-606-2808
lfarese@antioch.edu