

### Quick Guide

#### *Proposal ready to go and know how this works?*

- 1) Send a proposal draft **AND**
- 2) Send a link or copy of the guidelines you're working from at least three days prior to your planned submission to:  
[GIFTCenter@uafoundation.org](mailto:GIFTCenter@uafoundation.org)

One of our team members will follow up with you on next steps.

### Submitting a Charitable Grant Proposal via the University of Arizona Foundation GIFT Center

The GIFT Center at the University of Arizona Foundation (UAF) is here to assist you with your charitable grant proposals. We review outgoing charitable grant proposals for organizational information and against funder guidelines and internal policies. Time permitting, we will provide feedback on content. Our office staff have decades of combined experience in grantseeking and have written and reviewed thousands of proposals.

We are pleased to apply that experience to help you prepare your proposal with best practice foundation relations standards in mind.

Following best practices encourages funding and helps maintain good relationships with our funding partners, enhancing our institutional capacity to attract private support.

### First Things First

#### Determine if you are seeking a gift (charitable grant) or a sponsored project

Most foundations and philanthropic entities refer to donations as grants. At the University of Arizona, "grant" can refer to either a gift (charitable grant) or a sponsored project, and two separate offices support these two different types of funding.

- A **charitable grant** is motivated by charitable intent where the donor receives no tangible benefit and the University is not expected to return it.
- A **sponsored project** is a payment binding the University to a specific area of work that most often benefits the sponsor.

If you are unsure whether you are seeking a gift/charitable grant or a sponsored project, please refer to section 8.12 of the [UA Gift Policy](#) for further details. The GIFT Center collaborates closely with Sponsored Projects Services, and the two offices work together as needed to identify the most effective routing strategy. Please note that all government grants are considered sponsored projects, not charitable grants. For UA Sponsored Project support and procedures, contact [UA Sponsored Projects Services](#).



## Steps to GIFT Center Review

### 1. Identify your timeline—consider GIFT Center lead time to review your proposal

In addition to allowing time for mailing, unit review, etc., be aware that the GIFT Center requires three days prior to the mailing deadline to review a charitable grant proposal draft. For electronic proposals and those with signature requirements, please allow a week.

### 2. Seek approvals

Complete your unit's grant clearance process/get any needed administrative approval.

- Obtain approval from your unit's development office, department head, business office, and other applicable unit leadership. If your unit lacks a development office, once administrative approval is in place, work directly with GIFT Center staff.
- Comply with any applicable University policies, such as the naming policy (<http://web.arizona.edu/~policy/naming.shtml>) and research risk policies.

### 3. Review Grantmaker guidelines.

Grantmaker guidelines will likely include documentation requirements such as: IRS 501(c)(3) certification letter, audited financial statement, governing board lists and affiliations, and other common proposal requirements. For a charitable grant proposal, these are typically UAF items—the GIFT Center staff have them on hand and can quickly share them electronically following our proposal review.

### 3. Follow the GIFT Center review process

- Submit your proposal draft along with the funder guidelines or a link to [GIFTCenter@uafoundation.org](mailto:GIFTCenter@uafoundation.org) or your GIFT Center contact at least three days prior to your planned submission. We require one week for complex proposals, those requiring signatures, and electronic proposals.
- Get a draft to us earlier if you'd like feedback on content. Time permitting, we are happy to be "another set of eyes" and review with the donor's perspective in mind. At a minimum, we will check the organizational information and provide follow up information so that you can submit the proposal to the grantmaker in a timely way.
- **Note that grantseekers are responsible to mail/submit their own proposals** except in rare cases. If you have a question, ask your GIFT Center contact.
- Provide a final copy for our files. E-mail or send a hard copy of your final submission.
- Keep us posted on the outcome and provide copies of the response and other important communications with grantmakers. We will assist with any grant agreements you receive, and facilitate getting the agreement reviewed and signed. Having access to full information when foundation donors call is critical.

UA faculty and staff are responsible for obtaining all required unit clearances prior to approaching any charitable grantor with a letter of intent, interest, or inquiry; concept paper; or proposal. This process varies unit by unit. Seek these clearances as well as assistance from the GIFT Center staff—**first**—before you submit a charitable grant request.

We will help you prepare your submission draft to correctly meet guidelines.



## **Frequently Asked Questions**

### **1. Are there any indirect costs? An overhead/administrative fee?**

For all gifts over \$1,000 (excluding certain scholarships), the University charges 6% in administrative overhead off the top of the gift. Overhead goes to the *University Development Fund*, which is primarily used to support development operations. Some foundations prohibit use of funds for administrative fees. If you receive a charitable grant award and the grantor prohibits administrative overhead in the budget, your unit will be required to provide the 6% fee. The full policy is available [here](#).

The *UA Indirect Cost Recovery Fee* (applied to sponsored projects) does not apply to charitable grants unless a proposal is jointly submitted with Sponsored Projects Services, (such as an award that requires sponsored level financial oversight). Your GIFT Center contact will coordinate with you and Sponsored Projects in those cases.

### **2. How should I define “the organization” in the grant proposal?**

*The GIFT Center staff will assist you with appropriate responses to organizational questions on specific applications.*

In general, when a proposal is submitted via the UAF, identify the applicant organization as “The University of Arizona (UA) Foundation for the benefit of the UA [unit name].” The UAF, and not the UA or individual unit, is the official applicant for most charitable grants. As a result, funding proposals must generally include some minimal UAF information (organizational profile) in the proposal.

### **3. Who signs the grant application?**

When signatures are required, UA Foundation personnel will generally sign, not the UA principal investigator, department head, staff, or unit advisory board chair. GIFT Center staff will coordinate getting required and authorized UAF signatures.

### **4. Who should be named as the contact person for the application?**

It varies. GIFT Center staff will help you determine the best contact for a specific application.



## **5. Who signs gift (charitable grant) agreements?**

Charitable Grant agreements are generally signed by either the UAF President or the UAF Vice President for Fiduciary Compliance and Gift Transactions. If you need agreement review and/or a signature, contact [GIFTCenter@uafoundation.org](mailto:GIFTCenter@uafoundation.org).

## **6. Who handles post-award responsibilities?**

The applicant unit is responsible for fulfilling all post-award requirements. As a courtesy, we will supply a post-award coordination form outlining the unit's responsibilities. In the case of projects that involve compliance issues or intensive financial monitoring, the UA Foundation will jointly manage the award with Sponsored Projects Services. We will discuss this possibility with you if the need arises.

## **In the Know—UA/UAF Best Practices and Charitable Grantseeking Policies**

### **Best Practices**

Following best practices is a sustainable model. In the short term, following best practices increases the likelihood that individual proposals will be funded. In the long term, they also help the University maintain good relationships with our funding partners, enhancing our institutional capacity to attract and increase private support.

An emphasis on building and maintaining positive relationships underlies all successful private fundraising and informs best practices in the charitable grant field. At the UA/UAF, best practices include: following donor guidelines, working with unit development and GIFT Center staff to follow proper procedures, avoiding competing requests through collaboration with colleagues maintaining open and timely communication with all parties.



## **UA Prospect Management System Policy**

Like most large organizations, the UA/UAF has a priority-driven agenda with funders and maintains a prospect management system to coordinate requests for private support. Prospect Management campus wide is a synergetic collaboration between UAF departments and our UA colleagues.

The system exists to:

- ensure prospective donors learn about projects that are among the highest priorities of the University leadership and also match up with donors' philanthropic interests
- prevent potential donors from being overwhelmed by competing UA requests
- allow central coordination of grant proposals to philanthropic organizations, many of which restrict the number or type of proposal submissions from any single organization (the entire UA campus) in a given time period.

The prospect management system applies to requests for gifts; limited solicitation opportunities for sponsored projects are coordinated by the Office of the Vice President for Research. Visit: <http://www.vpr.arizona.edu/limited-solicitations>.

## **Why is the policy relevant for Deans, Directors, Faculty, and the Development Community?**

Understanding the broader implications of utilizing a unified prospect management system allows us to maintain a cohesive and organized method of engaging with donors. It helps prevent multiple requests of any one funder or donor from taking place simultaneously. Approaching donors with multiple priorities that seem unconnected can cause confusion and place the UA in a less than positive light.

By understanding and complying with the prospect management policy, we can ensure UA fundraising activities remain streamlined and professional. In order for the UA to attract and increase private support, compliance with UA/UAF standards for all gift solicitations is critical for our future growth and success.

*For Further Information: Please contact your unit's development office. A full development staff listing, including unit development officers, available at: [www.uafoundation.org/about/contact/directory.shtml](http://www.uafoundation.org/about/contact/directory.shtml). Or contact us at [GIFTCenter@uafoundation.org](mailto:GIFTCenter@uafoundation.org).*