

## Procedures for Seeking Grants and Gifts From Outside Funding Sources

Here are some procedures for seeking grants and gifts from outside funding sources, including government agencies, private foundations, corporations, and individuals. They have been in effect since 2000.

### **I. Proposals Handled by the Sponsored Projects Office**

The Sponsored Projects Office (“SPO”) of the University assists faculty members in preparing grant proposals to government agencies, such as the National Science Foundation and the National Endowment for the Arts, and to some private funding sources when the request involves any of the following elements:

- ✓ It commits the University to a specific plan of research or scholarly activity.
- ✓ It makes a specific commitment regarding the level of personnel effort, salaries, items of output, or achievement of specific performance targets.
- ✓ It requires (a) adherence to a line-item budget and (b) either a detailed fiscal report or an external audit of the project.
- ✓ It requires that any unexpended funds be returned to the sponsor at the end of the project period.
- ✓ It provides for the disposition of either tangible property (e.g., equipment, records, or technical reports) or intangible property (e.g., patents or copyrights) that may result from the activity.

SPO publicizes opportunities (see <http://www.scu.edu/spo/>) for funding and works with faculty members to develop and report on grants. Before developing a proposal to this type of funder, please contact SPO to discuss your plan, and the staff will assist you as needed. If the funder you want to approach actually is considered a private funder, SPO will direct you to the appropriate staff member in the Development Office.

Written and electronic proposal submissions of this type must be processed through SPO, where Linda Campbell is prepared to assist you in preparing these requests. The proposal must be handled using the normal routing process, which includes a signature from the appropriate Dean and the Vice Provost for Academic Affairs.

The Development Office and SPO work in partnership to account for all awards in support of campaign priorities. Awards counted toward campaign goals first must be determined to be in compliance with accepted reporting standards.

## **II. Proposals to Private Sector Sources**

The University's Development Office manages the processes involved in requesting gifts from private foundations, corporate foundations, and corporate giving programs. The management of these Development programs takes into consideration the long-range strategic priorities of the University. For the next few years, these priorities are the campaign fund-raising priorities: student scholarships, faculty excellence, centers of distinction, information and learning technology, and an improved learning environment.

Because these funding organizations expect a coordinated approach from applicants (which they define as Santa Clara University), and because Schools, the College, and the Centers all are entitled to seek funds from private sources, it is critical that all plans for developing proposals be discussed first with the appropriate Development officer. That individual will know if anyone else in the University is approaching a given funder. The Development officer also will be able to assist you in evaluating whether the foundation or corporation you have selected is the best prospect for your project and also may be able to help you develop the proposal.

In order to assure that the request also fits within established University priorities, you must obtain the appropriate Dean's or Center Director's approval before proceeding to develop a proposal.

In the Development Office, Margaret McCarthy – Director of Corporate and Foundation Relations (554-4005, [mmccarthy@scu.edu](mailto:mmccarthy@scu.edu) – coordinates requests to corporations, corporate foundations, corporate giving programs, and private and family foundations.

If you do not know which category applies to your proposal – sponsored project or private foundation or corporation – either Linda Campbell or Margaret McCarthy can assist you with this determination. They are prepared to work with you to determine the best approach to enable you to meet your objectives.

## **III. Proposals to Individuals**

Individuals (alumni, parents, and friends) also expect a coordinated approach from Santa Clara University. Our donors have multiple interests within the University, so requests to individuals must be coordinated with the Development Office. Development officers have been assigned to specific areas of the University to facilitate this process. They are prepared to work with you to find the best approach to achieve your fund-raising goals. Other questions or inquiries can be directed to Nancy Trish Calderon, Assistant Vice President for Development, at 554-2397, or [tcalderon@scu.edu](mailto:tcalderon@scu.edu).