



University of Dayton
Office of Advancement
Process Document

How Foundation Relations work with University Units for External Funding

I. Purpose

To identify the process for how foundation relations works with University faculty and/or staff to seek foundation funding.

II. Areas of Responsibility

The responsible parties for this collaborative process include Foundation Relations and the grantseeker (the affiliated faculty/staff member seeking funding). The grantseeker must be committed in time and effort to pulling together necessary content for an external submission including program history, project details, timelines, short and long term goals, measurable objectives, budgets, etc. Foundation Relations will serve as a consultative resource through the process and will advise and lead the donor engagement and request strategy.

III. Policies Associated with this Process

The grantseeker must have the approval of their supervisor and dean to seek external funding, ensuring that the outreach aligns with goals of their department and division.

The full process narrative description will be included for full reference.

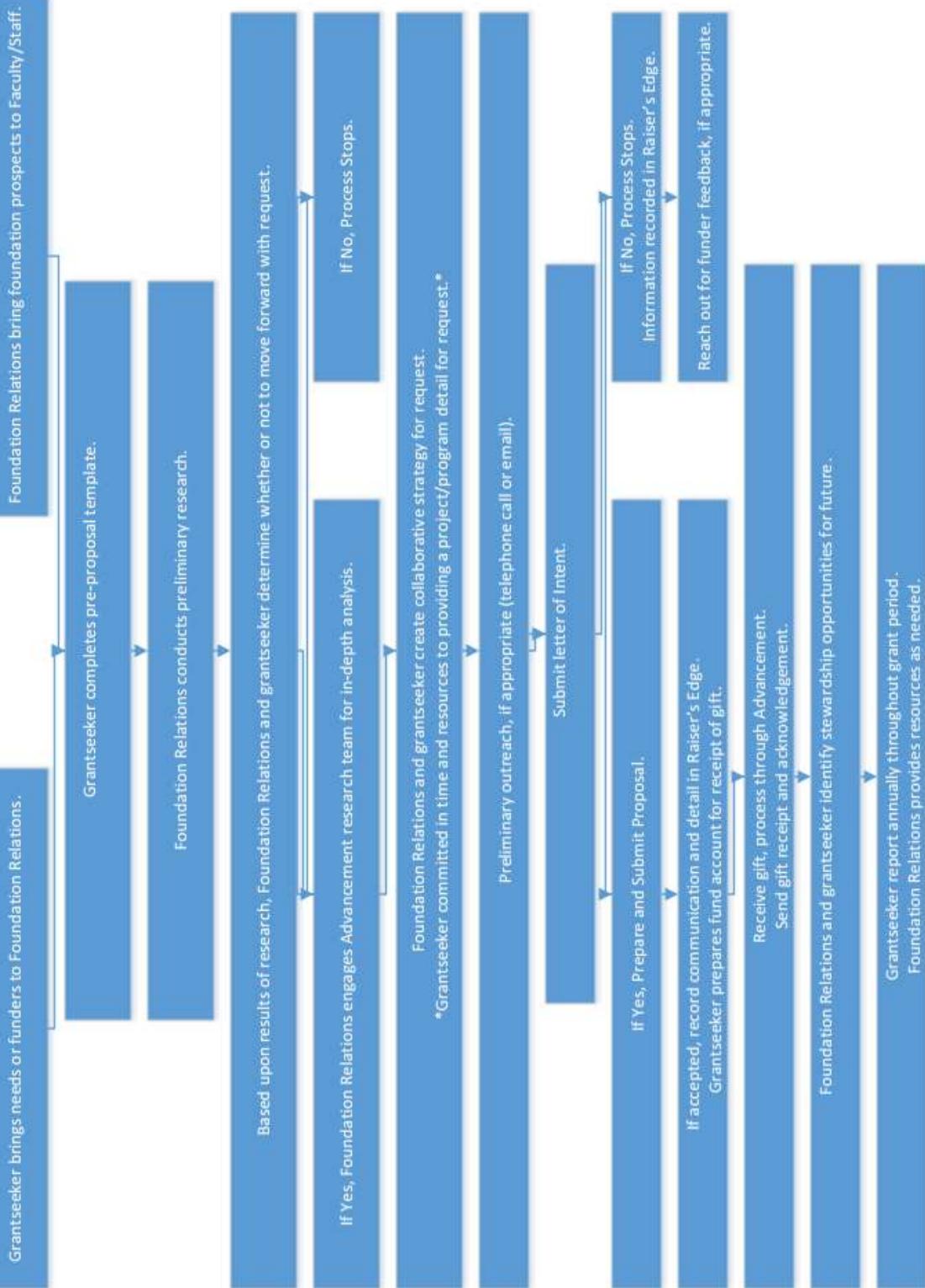
The grantseeker must complete a Pre-Proposal Template Form and send to Foundation Relations to begin the working process. Please contact Foundation Relations with any questions regarding the form. It can be a collaborative process.

IV. Process Owner Director of Development, Foundation Relations

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VI. Effective Date December 1, 2015

How Foundation Relations works with University Units for Funding



How Foundation Relations Works with University Units for Funding Opportunities Process Narrative

This document is the narrative process for the Process Flowchart.

Funder Identification:

- The grant seeker (the affiliated faculty/staff member seeking funding) fills out Pre-Proposal Template Form and returns to Foundation Relations (FR). Research is performed by the FR team and results are shared with the grant seeker to collaboratively identify if the prospect(s) are valid to pursue. Areas of the proposal/project need additional attention prior to outreach are identified.
 - This process can begin in one of two ways:
 1. The grant seeker brings the project or program to FR for prospect research results. These results are returned within 6 weeks (Depending on the initiative, a list of three to five possibilities is considered a very strong list).
 2. The grant seeker brings prospective funder(s) to FR for first level research including history with University, past gifts, funding interests, priorities and guidelines, and advisement of fit, etc.

Once funders have been identified and confirmed:

- Create identified strategies for the funder(s) based on information gained during research regarding preferred first contact, processes, guidelines, time-frames, relationship development plan, etc.
- Grant seeker and FR work in collaboration to develop outreach plan, craft initial communication such as a letter of intent or a proposal, and necessary accompanying documentation including budgets and requested University information.*

When funding notification, a formal response or grant payment is received:

- If funder communication goes to the grant seeker:
 - Grant seeker alerts FR immediately for database and proposal pipeline update.
 - Grant seeker sends check and accompanying documentation to Advancement for deposit in Advancement clearing account along with fund account

number for deposit at the end of the month (If fund account is not established, grant seeker much work within division to establish an account for the deposit). Grant seekers keep copies of paperwork and records report times. Program and project leads are the primary responsible parties for program/project reporting. FR can provide support as needed.

**Please refer to CFR documents for roles and services provided by CFR. In any circumstance, the grant seeker must be committed in time and effort to compiling and preparing necessary program/project information for a proposal, such as program history, project details, targeted population, timelines, short and long term goals, measurable objectives, impact expected, budgets, etc.*

- Grant seeker and FR ensure that all formal communication, documentation and other relevant notes regarding funder are sent to Advancement's records department and recorded in database system for historical purposes.

Gift acknowledgement:

- FR and grant seeker determine appropriate acknowledgement. If the gift is over \$1,000, a thank you letter is sent from Dr. Curran along with gift receipt. The center/program director may also choose to send a thank you.
- FR and grant seeker identify other opportunities for acknowledgement and stewardship throughout the gift period, as appropriate.

Grant Reporting:

- FR staff receives calendar alert that gift report is due in one month time and sends note to the grant seeker as reminder and requesting information on what assistance may be needed for the submission. Program and project leads are the primary responsible party for program/project reporting.
- Once a report is sent, the communication and accompanying documentation are sent to Advancement's records department through FR for appropriate documentation in database system.