University of Baltimore Foundation

Fund for Excellence Grant Application

The *Fund for Excellence* plays an important role in helping to advance the mission of the University of Baltimore. The funds raised will be used to provide special one-time funding to support: 1) the expansion of existing academic programs; 2) new and innovative academic programs and initiatives; 3) special onetime projects or initiatives; and, 4) University wide needs. Examples include, but are not limited to, the following:

- innovations in teaching and learning,
- projects providing unusual or exemplary experiential learning opportunities,
- projects leading to exemplary research, applied research, or creative activity,
- projects promoting student engagement and/or developing unique co-curricular activities, and
- facility projects enhancing the campus environment.

Grants are generally limited to a maximum of $25,000 and are not to exceed two budget years. If a grant request exceeds $25,000 or two budget years, it will require additional approval from the Foundation's Executive Committee. The applications should consist of a cover letter, description of the proposal, financial description, and any optional attachments.

I. Cover Letter

A one-page cover letter, printed on letterhead, should contain the following information:

1. A brief explanation of the purpose of the request and the dollar amount requested—one paragraph.
2. A description of how the proposal fits with 1) the criteria of the grant program and 2) the mission and goals of the University of Baltimore—one paragraph each.
3. Contact information including the applicant's name, title, telephone number, and e-mail address.
4. Signatures of the applicant and the endorser. Academic division requests must be co-signed, with or without comments, by the Dean and Provost. Non-academic requests should be co-signed by the appropriate Senior Vice President, to demonstrate approval and recommendation of the request.

II. Proposal Description (Please limit to a maximum of 3 pages)

The following outline is a guide to the key information to be provided within the proposal. Use this format as appropriate for your request.

A. Proposal Description, Background and Rationale

1. Description of Proposal:
   - Identify whether this proposal is to support a new initiative or an existing program.
   - Describe the program, project or initiative being proposed. Indicate the issue or need to be addressed, describe the size and/or severity of the issue or need and, if appropriate, present any relevant support regarding this issue or need.
   - If applicable, provide demographic and geographic information regarding the community or population benefiting from or served by the request.

2. Rationale for, and Background of, the Proposed Project:
   - Identify how this project will change or impact the university, address and correct current program limitations, improve an academic program's ability to meet program goals, and/or benefits the principal investigator (applicant).
   - If the proposal is related to an existing program, succinctly describe the program's history, its mission and goals, performance record; and how the proposal supports or expands this program.

3. Strategic Orientation of Proposal:
   - Describe how the request is consistent with UB's strategic priorities, including how this proposal relates to your division's strategic plan and/or the existing program's mission and goals.
   - Succinctly explain how the proposal meets the criteria of the grant program and supports the mission and goals of the University of Baltimore.

B. Anticipated Results and Impact

1. Provide a timeline for implementing the proposed project.
2. Discuss the anticipated 'product' and its impact. In other words, what results (i.e., product, outputs, outcomes) comes from the request.
3. Indicate what process and/or impact information will be collected to measure and demonstrate success.
4. Describe the applicant's ability to implement the request and include the following information, as appropriate:
   - Indicate links with other organizations doing similar work in your geographic area or on the same issue.
   - Describe the relationship the request will have with stakeholders, such as community residents, clients, staff, UBF Board members, or other constituents.
   - Describe how the proposed program, project, or initiative will impact the university's expense and income budgets in the subsequent 3 years following this grant.

III. Attachments

A. Finances (Required)

1. If the requested amount is supporting an existing program, project or initiative please include a line item budget to support the requested amount ("grant proposal"). You may use the attached format or supply the budget as currently prepared.

2. If the requested amount is supporting a new program, project or initiative please include a line item budget for the requested amount ("grant proposal") and the total budget ("program"). You may use the attached format or supply the budget as currently prepared.

B. Optional: letters of support (maximum of two), recent newspaper/magazine articles. *Please use discretion in limiting additional attachments.*

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SUBMISSION DATES FOR 2014-2015

Please submit your application by the deadlines listed in the table below for consideration at the Fund for Excellence Committee meetings.

Submission Deadlines	Fund for Excellence Meeting Dates
October 8, 2014	October 29, 2014
January 14, 2015	February 4, 2015
April 1, 2015	April 22, 2015
June 3, 2015	June 24, 2015

Submissions, after review by the Dean and Provost or appropriate Senior Vice President, should be submitted to UB Foundation staff. Please send applications to:

University of Baltimore Foundation
Fund for Excellence Committee
1130 North Charles Street
Baltimore, MD 21201

Or by email:

ubfoundation@ubalt.edu

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PROJECT/PROGRAM BUDGET **Fiscal Year:** _____

Income	FFE Budget Request	Total Program Budget	Explanation
State of Maryland	$	$	
Other Government			
Foundations			
Corporations			
Individual contributions			
Fundraising events			
In-kind support			
Other (specify)			
Total Income	**$**	$	
Expense			
Salaries	$	$	
Payroll Taxes			
Fringe Benefits			
Consultants and professional services			
Student Support			
Faculty Support			
Marketing & Communication			
Conferences, Meetings & Events			
Equipment			
Insurance			
Dues and Subscriptions			
Other: (please specify)			
Total Expense	$	$	
Difference (Income less Expense)	$	$	