Viterbo University Grants Protocol

Please keep this page for your reference

The primary function of the director of grants is to support faculty and staff who seek corporate, foundation, or government funding for Viterbo-related programs and projects. Advice and assistance are available for every step of the grants process, from prospect research to application submission. See the “Grants Information” link from the Institutional Advancement page of Viterbo’s website for grant resources and other useful links.

Please contact Deena Murphy via email (dlmurphy@viterbo.edu) as soon as you have identified a project that may qualify for a grant. He will help guide you through the process, including the completion of the Viterbo University Grant Initiation Form, which follows.

The importance of completing the Grant Initiation Form cannot be overstated. This essential document:

- Advises the president, academic vice president, and other key administrators of our intent to apply for external funding
- Helps the vice president of finance and vice president of institutional advancement judge whether the application will obligate the university to contribute funds to extend a project after grant funds are exhausted
- Establishes a timeline for submitting the grant application and sets priorities relative to other grant requests
- Assures multiple applications are not submitted to a single funding source

When the Grant Initiation Form is approved, you become the project director. That does not mean that you will do all the work! The director of grants will work with you to establish a timeframe for submitting the application and will assist as needed to refine and edit the proposal, gather statistics and documentation, and prepare and submit the proposal. However, as the person most familiar with your project and how it will benefit those it will serve, it is expected that you will write the first draft of the project narrative and provide other necessary documents to complete the application before the deadline.

Should the project be funded, the business office will create a grant fund and assist with financial reporting as requested by the granting agency.

What is a Grant? What is a Gift?

A **grant** is funding for a project that has a defined scope of work or set of objectives. In general, grants:

- Are awarded in response to a proposal, usually through a competitive process
- Are awarded by a government agency, corporation, or public or private foundation
- Are a contract with conditions that are specified by the granting agency with the expectation that all monies awarded will be used only for the purposes outlined by the requestor
- Usually require progress and/or final reports on the success of the project and how the money was spent. You are encouraged to maintain documentation (news clippings, emails, letters from students and other beneficiaries) that illustrate the positive impact of your project.

A **gift** is an irrevocable transfer of assets made by a benefactor without any expectation or receipt of direct economic benefit or tangible compensation. Gifts carry no contractual requirements and require only minimal reporting to the benefactor in the form of a general statement of how the funds were used.

*Deena Murphy, Grant Writer, Institutional Advancement*

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VITERBO UNIVERSITY GRANT INITIATION FORM

Project Director _______________________________ Date ___________________

Department _______________________________ Phone ______________ Email ______________

Brief description of and rationale for project (use back of sheet if needed):

Estimated total project cost: $ _______ over ______ years, beginning ________ (date)
Will the University be expected to continue project activities after the grant period? _____ yes _____ no
What elements of your project will grant funding be used for (faculty salary, support staff, equipment, etc.)?

Potential grant source: ____________________________ Application deadline: __________
Amount of request: $ _______ Does this source require a University match or cost-sharing? _____ yes _____ no
☐ If yes, please use the following page, titled MATCHING FUNDS.

Do you request assistance from the grants office with any of the following:
   _____ Prospect information research (provide information and guidance on identified prospects)
   _____ Proposal development assistance
   _____ Application preparation, copies, submission
   _____ Other (please explain) ____________________________

I have read and I accept the Viterbo University Grants Protocol. Throughout the application and funding process, I agree to provide any and all necessary information in a timely and reasonable manner, as agreed upon between the Grants Coordinator and myself.

Project Director ___________________________ Date ________________

Submit to Director of Corporate and Foundation Relations (Institutional Advancement Office, Murphy Center 226) who will route as indicated for appropriate Signatures:

Department Chair ______________________________ Date _______

Dean or Immediate Supervisor __________________________ Date _______

 Academic Vice President __________________________ Date _______

V.P. of Finance/Administration __________________________ Date _______

V.P. of Institutional Advancement __________________________ Date _______

President ______________________________ Date _______

☞ Upon completion of the form, please return to Deena Murphy, Grant Writer, Institutional Advancement (MC 484). ☞
MATCHING FUNDS

The proposer/Project Director will seek any needed institutional matching funds. Please confer with the cognizant decision makers in your area to find the matching dollars that will help you acquire new grant funding for Viterbo.

Based on this grant request, the amount needed from Viterbo is estimated at $____________________

A. ☐ Funds will be provided in these amounts by:

____________________________________ Department $_________ Chair please initial _________
____________________________________ School $_________ Dean please initial _________
____________________________________ Vice President $_________ VP please initial _________
Project income, ticket sales, etc. $_________ Please explain:___________________________________________
________________________________________
____________________________________ Other $_________ Please explain:___________________________________________

B. ☐ Due to the scope and importance of the proposed grant project, I request that administration allocate university funding (beyond what may be approved above) for the required match. A response within two weeks will be appreciated.

Notes from administration on the approval or denial of funding, source of allocation, etc.:

___________________________________________
___________________________________________

Note: A fully executed and signed initiation form indicates administration approval of the grant application and approval of university matching funds, if any.

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