



Grant Application Guidelines

1. **Grant Request Form submitted to Assistant Vice President for Corporate, Foundation, and Government Relations (AVPCFGR), and appropriate Dean or Vice President.**
2. **Criteria for review by AVPCFGR:**
 - Is this an interdisciplinary project? If yes, must also get approval from Vice President for Academic Affairs (VPAA).
 - What are the reporting requirements? Are they excessive for the grant amount?
 - Does the potential grant conflict with any other grants currently or under consideration for Holy Family?
 - Is this a national foundation?
 - Does the potential funder require matching funds?
 - What is the deadline for submission of a Letter of Intent or full proposal?
 - Will overhead costs be included in the proposal?
3. **Criteria for review by Dean or Vice President:**
 - Is the program or project mission appropriate?
 - Does it add value to the program?
 - Could this be part of a larger program/project?
 - If program is interdisciplinary, the Dean and VPAA must both approve.
4. **Strategic Priorities Committee and appropriate dean(s) must review and approve:**
 - Grant applications of \$50,000 or more
 - Grants of any size to national foundations
 - All government grants
5. **Approval is granted:**

For grant applications under \$50,000, AVPCFGR will work with faculty to:

- Set up initial meeting to review timeline, budget and project description
- Meeting deadlines (planning the work)
- Edit application (application must be submitted to AVPCFGR within two weeks of deadline)
- Budget review in conjunction with Finance Office. Is the budget accurate? Is it realistic?
- Final proofing before submitted and if needed, assistance with online submission.

For grant applications of \$50,000 or more, AVPCFGR will write and submit the application.