Updated information on applying for grants from private foundations

ESU faculty are encouraged to seek external funding from private foundations. However, you need to coordinate your efforts with the ESU Foundation. The ESU Foundation regularly approaches local and community foundations. It is important that there be a coordinated effort and approval of visits and proposals to local and regional private foundations. Often these grantors may only accept one proposal from an institution; therefore the ESU Foundation needs to be aware of all proposals and contacts to these entities. The ESU Foundation can also be of assistance to you in your efforts to seek external funding from these agencies. If the decision is made to go ahead with an individual proposal, ESU Foundation staff is in an excellent position to give you advice and suggestions for a successful proposal.

In order to coordinate all requests to private foundations, the following procedures will be followed:

**Level 1 Foundations** – Certain foundations may only be approached by the President or the ESU Foundation. These currently include The Walter S. & Evan C. Jones Foundation and the Kansas Health Foundation. If you have a project idea for either of these foundations, you will need to contact the ESU Foundation.

**Level 2 Foundations** – The Provost’s office will issue an announcement each year soliciting concept papers for project ideas to selected local/regional foundations, such as the E.L. & Z. Irene Hopkins Foundation, Trusler Foundation, Emporia Community Foundation, or Loretta Langley Trust. These Foundations are only mentioned to provide examples. There will be an annual deadline for concept papers, and the Provost’s office, with assistance from the Research & Grants Center and representatives from academic and non-academic areas, will select the project/s that will be submitted to selected foundations.

**Other Foundations** – Faculty members are free to locate other private foundations to support individual projects. **However, contact must be made with the ESU Foundation prior to proposal development.** If you are encouraged to proceed, you will work with the ESU Foundation as well as with the Research and Grants Center. As mentioned above, staff at the ESU Foundation can provide guidance and valuable proposal development assistance for foundation proposals. When the proposal is ready to be submitted, you will continue to use the Digital Proposal Transmittal Form to obtain institutional approval. This form has been revised to include a signature line for the ESU Foundation.

This policy is not intended to discourage anyone from requesting funds from a private foundation. Rather it is intended to coordinate our efforts so our proposals are stronger and have a better chance of success.

If you have any questions about this information, please contact us in the Research and Grants Center.

ESU Foundation
Provost/Vice President for Academic Affairs
Research & Grants Center

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