



THE UNIVERSITY OF THE WEST INDIES

Development and Endowment Fund

Before submitting this application to the Development and Endowment Fund, you need to check whether your projects or programmes match our published interests.

Instructions

- Please type single-space all proposals
- Please answer all of the questions in the order listed
- Please use headings as provided
- Please submit only one copy.
- Please do not include any materials other than those specifically requested at this time.
- Please do not send video tapes

**THE UWI DEVELOPMENT AND ENDOWMENT FUND
COMMON APPLICATION FORM
COVER SHEET**

(Please feel free to make copies of this form or generate this one-page cover sheet on your computer.)

Date of Application : _____

Name of Department/Unit _____

Telephone Number: _____:Fax _____ E-Mail: _____

Head of Department /Executive Director _____

Contact person and title (if not Head of Department): _____

Grant request amount: \$ _____

Please tick one of the following : General support Project support

Total organizational budget (for current year):

Total project budget(if requesting project support)

Dates covered by project budget(mo/day/year):

Project Name (if applicable):

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COMMON APPLICATION FORM
GRANT PROPOSAL FORM**

I. **PROPOSAL SUMMARY** one half page maximum

Please summarize in a short paragraph the purpose of your department/unit. Briefly explain why your department /unit is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

II. **NARRATIVE** –Five pages maximum.

A. **Background-** Describe the work of your department, addressing each of the following:

1. A brief description of its history and mission.
2. The need or problem that your organization works to address, and the population that your agency serves, including geographic location, socioeconomic status, race, ethnicity, gender, sexual orientation, age, physical ability and language.
3. Current programmes and accomplishments. Please emphasize the achievements of the recent past.
4. Number of paid full time staff: number of paid part time staff ,number of volunteers
5. Your organization’s relationships-both formal and informal-with other organizations working to meet the same needs or providing similar services. Please explain how your organization differs from these other agencies/departments.

B. **Funding Request-**Please describe the programme for which you seek funding.

1. If applying for a general operating support, briefly describe how this grant would be used.
2. If your request is for a specific project, please explain the project including:
 - A statement of its primary purpose and the need or problem that you are seeking to address.
 - The population that you plan to serve and how this population will benefit from this project.
 - Strategies that you will employ to implement your project.
 - The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.
 - How the project contributes to your organizations overall mission.

C. **Evaluation-**Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

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III. **ATTACHMENTS**-please label all attachments to correspond to the bold faced, capitalized items below.

A. **Financial Information**-Please provide the dates that each document covers.

1. ***YOUR MOST RECENT FINANCIAL STATEMENT***, audited if available.

This statement should reflect *actual* expenditures and funds received during your most recent fiscal year.

2. Aligned side by side on the same page, your ***OPERATING EXPENSES BUDGETS*** for the current and most recent fiscal year.

3. Aligned side by side on the same page, **A LIST OF** foundation and corporation ***SUPPORTERS*** and all other sources of income, with amounts, for your current and most recent fiscal year.

4. Please list the foundations, corporations and other ***SOURCES*** that you are ***SOLICITING FOR FUNDING*** and, to the best of your knowledge, ***THE STATUS OF YOUR PROPOSAL*** with each.

If project funding is requested:

5. ***A CURRENT EXPENSE BUDJET FOR THE PROJECT***. List each staff line separately and include percentage of the time spent on the project. Indicate the specific uses of the requested grant if possible.

6. A list of all **SOURCES OF INCOME** toward the project, actual and prospective, with amounts.

B. **Other Supporting materials**

1. A list of your board of directors, with their affiliations

2. A Copy of your most recent letter indicating your agency's Tax-exempt status or if not available an explanation.

3. One-paragraph résumés of key staff, including qualification relevant to the specific request.

4. Your most recent annual report, if available

5. *No more than three* examples of recent articles about, or evaluations of your organization, if available.