



Jefferson Trust: Application Tips & Tricks

KEEP THE ABSTRACT CONCISE

Make sure your abstract grabs attention, uses simple language for non-experts, and clearly outlines the goals of your project.

APPLY FOR OUTSIDE FUNDS

Demonstrate that you've applied for funds elsewhere to show your commitment to your project. This shows our Trustees you really care about the initiative.

COLLABORATE!

Students: seek out help from faculty and staff. Faculty and staff: seek out help from students! Projects and proposals can benefit greatly from collaboration.

RESEARCH FOR BUDGETS

Show that you have done your homework and provide vendors, quantities, and specific dollar amounts for every line-item on your budget. This is especially helpful for getting partial funding.

PROOFREAD

This should go without saying, but we find typos and grammatical errors all the time! This detracts from the message you are trying to convey in your application.

DOUBLE-CHECK YOUR MATH


Sometimes the math doesn't add up in an applicant's budget, which can really throw off a Trustee reviewing an application. Look it over several times and ask a friend to review your budget as well.

QUANTIFY

Whenever possible, quantify the impact of your project. How many students will be affected? How many research projects will come out of this grant?

PRACTICE YOUR PITCH

This applies to the presentation portion. The more you practice, the easier it will be to discuss your proposal with Trustees.



Common Questions for Grant Applicants:

For more information, please visit JeffersonTrust.org

1. ***Have you considered collaborating with _____?***

We have so many groups and resources; it is very common to retreat on past ideas. If somebody tried this previously, was it a failure? Was it successful? Did you try to combine efforts?

2. ***What exactly will you use the funds for?***

Be able to defend each budget line item – can the project be completed without certain items? Avoid asking for a nice, round number without clearly stating the *why* (salary/wages, equipment, fees, etc).

3. ***How many students will be involved or impacted?***

How many students do you expect to be a part of the program? How many faculty? How many staff? Be sure to *quantify* the impact, like this: “We will accept 45 student members, pay for 15 members to attend conferences, and hope to increase these figures by 5 each year.”

4. ***This year, we have a lot of [insert theme] applications. What makes yours particularly unique?***

Each year, lots of applications tend to revolve around a certain theme, such as entrepreneurship or diversity. Out of all of these, what makes yours different? Does it have an impact on the student experience? Does it improve the research caliber of UVA? Does it make us a leader in _____?

5. ***How will you become self-sustaining? What other funding sources have you secured or are you seeking out right now?***

Explain potential avenues for securing future funds. Have you looked into other grant opportunities? Have you explored corporate sponsorships?

6. ***Can you do the project with less?***

If we eliminate certain line items, or only provide funding for the first year, can your project still be successful? How will you measure/quantify success? What is your expected time horizon for the project before you get results you can analyze?

7. ***Who will lead the project once you graduate?***

Bring new leadership to the meeting – Trustees feel a lot better when they know a succession plan is in place.

8. ***How well has this initiative performed at other schools?***

Explain the successes and failures of similar programs elsewhere.

9. ***How do we compare to our peer institutions in this regard?***

Do your research on other flagship state schools, but also comparable private schools we like to compare ourselves to check if this is something UVA is lagging behind in.