

Major Cycle Proposal

The Jefferson Trust

Applicant Information

Applicant/Project Director Unit*

Please select your Unit from the list. If your organization is missing from the lists, please use the Other Organization Name field below.

Other Organization Name

If your organization is not listed in the options above, please list it here. For Students, please indicate the student organization or CIO related to this application.

Character Limit: 250

Student Graduation Year

If the Project Director is a student, please include your class standing for the current academic year. For example, First Year, Second Year, etc.

Character Limit: 250

Additional Team Members

You may list additional leadership team members here. Please include their UVA computing ID if applicable.

Character Limit: 2000

Collaborate Function: If you would like to invite additional members of your team to view or edit this proposal, use the "Collaborate+" button at the top of the page.

You will have the ability to decide each collaborator's level of access (view only, edit, or submit). *We strongly encourage you to restrict others' access to view or edit only. Once a proposal is submitted, you must contact our office to make further edits.*

View a tutorial here.

Project Overview

Project Name*

The name of the project is the unique "identifier" for the request.

Character Limit: 100

What do you want to do?*

Give us your pitch. Describe your project/program.

Character Limit: 1000

How are you going to do it?*

Tell us about your process. Avoid lengthy backgrounds, rationales, or citations.

Character Limit: 5000

What do you think the impact will be?*

Tell us about the expected outcomes. Provide success metrics with specific figures including the number of students and community members involved and impacted.

Character Limit: 3000

Budget

Total Project Budget*

What is the full amount needed to complete the project from all sources?

Character Limit: 20

Jefferson Trust Funding Request*

How much of the total budget are you requesting from the Jefferson Trust?

Character Limit: 20

Project Budget*

Please upload a detailed budget for the **Total Project Budget** amount.

You must include **ALL** required funding for the project as well as **ALL** expenditures, regardless of whether you are seeking Trust or alternative funding.

Please indicate which line items will be funded by the Trust funds.

File Size Limit: 9 MB

Other CONFIRMED Funding Sources*

Please note other confirmed funding sources if applicable.

Example:

NIH - \$50,000

Provost Office - \$10,000

Character Limit: 1000

Other PENDING Funding Sources*

Please note other pending sources if applicable. Please include the expected response date.

Example:

NSF - \$50,000 - 3/2020

Parents Fund - \$500 - 1/2020

Character Limit: 1000

Partial Funding Impact*

If your request cannot be funded in full, is there a second tier of funding that would still allow the program/project to proceed? If so, what is the dollar amount and scope of tier two?

Character Limit: 2000

Work Plan

New or existing*

Is your project new or currently existing? If existing, what new element is the Trust being asked to support?

Character Limit: 1200

Expertise*

Please explain the experience or expertise you and your team (if applicable) bring to this program/project.

Character Limit: 2000

Collaboration*

If there are other organizations doing similar work, are there opportunities for collaboration?

Character Limit: 2000

Students

If you are a student group, please outline your plans for leadership transition.

Character Limit: 1000

Timeline

Please indicate the approximate expected timeline for both the full project *and* for the Jefferson Trust funding (these may or may not be different).

Project Start Date*

Character Limit: 10

Project End Date*

Character Limit: 10

Jefferson Trust Funding Start Date*

Character Limit: 10

Jefferson Trust Funding End Date*

Character Limit: 10

Sustainability*

If your project is expected to exist beyond the grant timeline, what do your plans for long-term sustainability look like, for both leadership and funding?

Character Limit: 3000

Additional Information

Additional Information

If there is anything else you believe the Trust should consider in support of your request, please enter it here.

Please note this section is read at the discretion of the reviewers.

Any information critical to your proposal should be already included on previous pages.

Character Limit: 5000 | File Size Limit: 7 MB

Upload a Résumé

Please upload a résumé for the project director. Please note we expect and require a 1-2 page résumé, maximum. You may also use a PDF of your LinkedIn Profile (Profile>More>Save to PDF). Extended résumés or CVs that span more than 3 pages will not be reviewed.

File Size Limit: 9 MB

Authorization

In this section, please provide information for the authorized individual of your school, unit, or CIO who has reviewed and approved your proposal. In most cases this will be a department chair or dean. For student organizations (CIO's) it may be an executive board member or a member of the leadership team of the organization. This individual will be made aware of your submission.

Applicants may NOT authorize their own proposal.

A response must be received by the submission deadline, or your proposal will be considered incomplete. Please work closely with your signer to confirm that they have provided a response before the deadline. *You may send this as early in the drafting process as you can - they do not see the content of the submission.*

Authorized Person First Name*

Character Limit: 250

Authorized Person Last Name*

Character Limit: 250

Authorized Person Title/Position*

Character Limit: 250

Authorized Person Email*

Character Limit: 254

Important Information:

In the next question group (*Third Party - Authorized Person Confirmation*), you will re-enter the email of your authorizing individual. Next click 'Compose Email' to generate an email to that person. Example text is below.

A separate system-generated email will be sent that contains a link to allow them to indicate approval. *Please note the email and the verification email will both be sent immediately upon clicking send. The email will be sent from "The Jefferson Trust" - administrator@grantinterface.com" and may land in a junk folder.*

*This step should be done early, as your proposal cannot be accepted until this authorization is completed. The Authorized Person will **not** be able to review your proposal and will only see your name and the project name. If you would like them to have access, add them as a collaborator (we suggest with view permission only).*

Example email text:

Dear _____,

I am completing my submission for a Jefferson Trust grant for [*your project name here*].

As part of the grant process, all submissions must have the support of the [*larger department or area administration/club leadership team, ex. department chair, dean, or club president*].

You will shortly receive an email from the grant portal (grantinterface@foundant.org), prompting you to log in to the system and verify your level of support.

Authorized Person Confirmation

Third Party Email - enter email address only then click Compose*

Character Limit: 254

First Name*

Character Limit: 250

 **Last Name***

Character Limit: 250

 **Title/Position***

Character Limit: 250

 **Verification***

Please indicate your level of support for this proposal.

Choices

I approve the proposal

I am unfamiliar with the proposal

I need more information about the proposal

I DO NOT approve the proposal