

Proposal Submission Guidelines **for the *Ann Campana Judge* Foundation**



Introduction

The Ann Campana Judge Foundation is committed to simplifying the grantmaking process and our guidelines are designed thusly. At this time, in our early stages, our funding capabilities are limited and we are unable to provide funds in excess of \$5,000 per grant.

What the ACJF Will Not Fund

- Research
- Travel to conferences, symposia, workshops, etc.
- Projects consisting of nothing but data collection

Eligibility

Individuals, educational institutions, and other 501(c)(3) organizations are eligible to receive funds. Profit-making organizations are ineligible to receive funds from the ACJF. Students may submit proposals if a faculty advisor provides a letter of support.

Proposals must address an area consistent with the ACJF's mission and interests. From time to time, the ACJF may emphasize certain areas over others. Such emphasis will be clearly indicated in the RFP (Request for Proposals) on the ACJF's WWW site. Potential applicants unsure about the suitability of their proposed topic vis-a-vis the ACJF's mission and interests should contact the president, providing a one-page, single-spaced synopsis of the proposed project. The president will reply with an assessment of whether the proposed project falls within the ACJF's project funding guidelines.

Budget Parameters

Each proposal must contain a budget. Since any philanthropic project necessarily involves limited resources, expensive projects that benefit a few people are discouraged.

The ACJF will not pay fringe benefits or indirect costs (overhead). In keeping with the philanthropic objectives of the ACJF and good stewardship of limited resources, it is expected that the preponderance of labor will be provided by volunteers. Therefore, the ACJF will not pay salaries to any individuals from a developed country or professionals/faculty from a developing country. In any case, total salaries and wages may not exceed 20% of the amount requested from the ACJF.

Airfares should be budgeted at the lowest possible APEX (Advanced Purchase EXcursion) fares. Use of USA flag carriers is not required. Field (i.e., camping out) per diem is limited to \$15 per day; otherwise per diem will be limited to reasonable and

documented out-of-pocket expenses. Mileage will be reimbursed at 31 cents/mile or the cost of a rental car.

Receipts must be provided for: lodging, air travel, car rental and equipment costing more than \$500 per item. Documentation, in the form of a receipt signed by the recipient, must also be provided for any salaries or wages paid.

Capital equipment purchases are discouraged. The purchase of any item exceeding \$500 must be justified. In no case will the ACJF fund a single piece of equipment costing more than \$1000.

The ACJF is particularly interested in proposals in which cost-share/matching funds or in-kind contributions are included. The efforts and donated labor of volunteers, calculated at a reasonable daily rate, can be considered in-kind contributions. These should be clearly indicated in the budget and documented (letter of support/commitment, cost calculations) in the proposal's appendix.

Proposal Preparation and Submission

- ✓ Proposals must be written in English and submitted electronically as an MS Word document. The entire proposal, including the cover page, abstract, budget, proposal text, and all supporting documents *must be submitted* as a single MS Word document. Unusually complicated budgets may be submitted as an Excel spreadsheet. The abstract must be included in the proposal, but a separate Word document containing only the abstract with the title, proposer's name and complete contact information at the top of the page must be submitted (go to [Current Projects](#) to view the correct abstract format). This abstract will be posted to the ACJF's WWW site should the proposal be funded.
- ✓ The proposal must be single-spaced in Times New Roman 11 or equivalent, and limited to 5 pages, excluding the cover page (use the downloadable form).
- ✓ The proposal must include an abstract (350-word limit), which must be able to convey the entire scope of the proposed work. The body of the proposal should also include a clear statement of the problem, objectives, relevance to the ACJF's mission, significance, methodology, and budget. The training/educational benefits to any students involved must be described.
- ✓ An appendix of supporting documents (if necessary), such as curricula vitae, a letter from a faculty advisor or documentation of matching funds or services, may be included but does not count towards the 5-page limit. Professional qualifications and experience of the proposer and key team members should be included in the appendix (this should be limited to one page per person). In the case of a student applicant, the educational and training benefits to the student should be described.
- ✓ The abstract must be included in the 5-page proposal, but each applicant must also submit a separate one-page Word document containing just the abstract along with the title and proposer's name with complete contact information. This will be posted on the ACJF's WWW site.

Any proposal not submitted in accordance with the above requirements will be returned without review to the submitter.

Criteria for Success

The ACJF's Board of Directors will assess each proposal. Whether or not a proposal is funded depends upon:

- Convergence with the mission and objectives of the Foundation
- Responsiveness to the particular RFP
- Cost-effectiveness
- Potential for success
- Availability of funds
- Qualifications of the investigator(s) and/or the submitting organization