



BAYLOR
UNIVERSITY

Corporate and Foundation Relations

REQUEST FOR ASSISTANCE FORM

If you are not seeing a fillable PDF, try another browser. Once the form is completed, please save it and then email it to CFR@Baylor.edu

Corporate and Foundation Relations (CFR) provides the Baylor University community with resources and active support in the pursuit of gifts and grants from corporations, foundations and organizations. Please provide the required information for the type of assistance you are seeking. Once submitted, this information will be shared with CFR staff and your unit's director of development for review. A member of the CFR team will contact you to discuss next steps.

Type of Assistance Requested: Funding Consultation & Prospect Research
 Proposal Development and Submission
 Support for Existing Gifts & Grants

REQUIRED INFORMATION

Project Title: _____

Contact Name: _____ Title: _____ Contact Email: _____

College/Unit/Campus and Department: _____

Project Website (if applicable): _____

Project Abstract: _____

Estimated Total Project Budget: _____ Anticipated Project Start Date: _____ Duration: _____

Anticipated Funding Request:

\$100K - \$500K \$500K - \$1M \$1M - \$5M \$5M+

A. Funding Consultation & Prospect Research

CFR provides consultation and strategy development services to aid the pursuit of new funding or leverage existing awards from corporations and foundations. Your answers will enable us to provide a targeted and detailed analysis identifying potential funders with interests that match your project. Please attach concept papers or other materials that would assist our efforts. We are typically able to respond to requests within 2 weeks, depending on project scope and current level of research demand.

Previous or existing project funding sources and amounts (internal or external):

Project's expected outcomes and impacts:

Keywords and phrases describing your project:

Potential funders you've identified and/or organizations that have rejected proposals for this project (if applicable):

B. Proposal Development, Submission, and Donor Cultivation

CFR assists in the development and submission of proposals for gifts and grants, as well as solicitations to organizations requiring the recipient be a 501(c)3.

Prospective funding organization:

Existing corporate/foundation contacts (if applicable):

Deadline for submitting a letter of inquiry, pre-proposal, or full proposal: _____

Donor requires recipient be a 501(c)3 tax-exempt organization: Yes No

What types of support from CFR would be most helpful? *(required)*

- | | |
|---|--|
| <input type="checkbox"/> LOI/Proposal writing and editing | <input type="checkbox"/> Pre-submission materials review |
| <input type="checkbox"/> Required institutional documentation | <input type="checkbox"/> Donor cultivation strategy |
| <input type="checkbox"/> Site visit coordination | <input type="checkbox"/> Other |

C. Support for Existing Gifts & Charitable Grants

Funding organization: _____

Date gift grant was received: _____ Gift Grant Amount: _____

What types of support from CFR would be most helpful?

- Required reporting
- Preparing for renewal funding
- Leveraging award in pursuit of additional funders
- Stewardship best practices
- Other

If you have questions about the information requested or about the form, please contact Joanne Spitz at ext. 6754.