

Ellen Browning Scripps Foundation

Step 1:

Submit a Letter of Intent (LOI) to the grants office describing the request, intended purpose, budget, expected outcomes, and timeline. Faculty LOIs are sent to the Scripps Foundation, and if the applicant receives an invitation to submit a full proposal, proceed to Step 2.

! *Keep in mind that the Scripps Foundation most often funds **equipment**.*

Step 2:

- Proposal length: 1-3 pages+ cover letter
- Send four original sets of cover letter, proposal, budget, proposal-related documents, pictures, etc. (paper copies) No staples or bound proposals.
- Signed by President, CEO, or Executive Director

Include:

- Describe proposed use of grant funding and expected results/impact
- Provide program/equipment budget (revenue/expenses, sources of funding, etc.)
- How will you measure return on investment? (ROI)
- Detailed descriptions of how your project and/or equipment will impact students
- Explanations of how your project is cutting-edge, or “moves the ball forward”

The grants office will do the following:

Supporting Documentation: (one copy – paper or electronic)

- Board of Directors
- Audited Financial Statements
- Form 990
- IRS Determination Letter
- Strategic Plan
- Annual Report

After receipt of grant:

- Acknowledge receipt of grant
- Provide interim and final outcomes-based stewardship reports
- Initiate a minimum of two site visits per fiscal year. July 1-June 30
- Every two years initiate a third site visit for governance and finance review

For any questions, please contact the Office of Advancement.



Fallon N. Allison
Director of College Grants

309-341-7758

fnallison@knox.edu

Gunnar Leaf
Assistant Director of College Grants

309-341-7750

gslaf@knox.edu