

SAGES EDUCATION & RESEARCH FOUNDATION GRANT APPLICATION

The SAGES Education & Research Foundation awards grants that help to advance its vision of a healthcare world in which all operative procedures are accomplished with the least possible physical trauma, discomfort, and loss of productive time for the patient.

The overarching goal of the Foundation is to advance laparoscopic, endoscopic and other minimal access surgical methods by supporting reproducible scientific research and outcome studies, graduate and postgraduate education, and public information.

Any 501(c)3 or 501(c)6 organizations that align with the vision and goal of the Foundation are eligible to apply for grants. Awards are conferred on a competitive basis by submission of a grant application, which is reviewed and evaluated by the Foundation's Grant Committee and approved by the Board of Directors. Awards are granted for one year projects and investigators may apply for renewal funding.

Availability of Grants: The Foundation will consider grant applications of \$1,000 to \$60,000.

Deadline: Grants must be submitted by August 31 each year for funding consideration for the following calendar year. Please submit completed applications to foundation@sages.org.

General Instructions & Guidelines

It is assumed that some of the resources required to conduct the project are available through the applying institution. The education or research grant serves to provide supplemental support for personnel, equipment, or services required to complete the project.

Awards are based on the educational and/or scientific merit of the project as well as the project director's capability and the likelihood that the project will be completed successfully.

Please structure your proposal to provide the following information. Use the headings and subheadings provided. Then, in your own words, address the questions and issues posed in the outline. The questions reflect the interests of The SAGES Foundation, but are not intended to be conclusive. Additional information pertinent to your project should be included. Please provide brief but thorough answers.

Progress Reports:

If a grant is awarded, all payments are contingent upon a satisfactory progress report of said activities. The progress report must be submitted upon completion of the funded project, or no later than 3 months from the date funding was received, whichever comes first. A progress report template will be provided to all funded applicants.

A. NARRATIVE

1. Organization (please limit to 3 pages)
 - Organizational information
 - Organization's history
 - Organization's mission and goals, long-range plans
 - Outline current programs and activities
 - Major Accomplishments
2. Purpose of Grant/ Project Description (please limit to 5 pages)
 - Describe the proposed program or project
 - Identify the needs/problems/issues to be addressed, number of people/patients to be served by the project
 - Project goals and objectives
 - Specify if the project is a new or continuing program
 - Identify other organizations, partners or funding agencies participating in the project
 - Timetable for implementation
 - Provide specific, detailed metrics to show effectiveness and/or success of project
3. Project Director/Principal Investigator, Project Management, Venue (please limit to 4 pages plus CV's)
 - Name the principle investigator (if the project is research oriented) and provide his/her qualifications and CV
 - Name the project manager and provide his/her qualifications and a CV if available
 - Name any additional professionals participating in the project management or operations
 - Where will the program/project be actualized? Provide qualifications of the institution or venue (if different from the organization)
 - Evaluation - Describe the plan to document progress and results. Plan should delineate the metrics used for evaluation. Final evaluation and expenditure reports will be required for each grant awarded

B. ATTACHMENTS

Please include the following attachments:

1. Copy of the current IRS determination letter indicating 501(c)(3) or 501(c)(6) tax-exempt status
2. Organizational structure, including:
 - List of officers and directors, including academic or professional affiliations
 - Description of committees and task forces
 - Resumés and/or job descriptions of key personnel involved in the project
3. Financial information, including:
 - Project budget; refer to the Grant Application Budget Outline attached
 - List of other funding agencies and potential funding sources and amounts committed or requested individual contributions and other sources of income supporting the project
 - Current board-approved annual operating budget for the organization or department
 - Most recent annual financial statement
4. Optional - Letters of support that substantiate need for the project and collaboration with other organizations

GRANT APPLICATION BUDGET OUTLINE

An accurate, detailed budget for proposed projects is required.

Please break down the total budget into the specified items listed below. A narrative description explaining unusual budget items and, if applicable, the percentage of "overhead" applied to the project should precede the itemized listing. "In-kind" expenses and donations or matching funds should also be described. As long as the application contains the following information, it can be submitted in any format (word, excel, pdf, etc.).

A. HEADING

Please specify the budget period, e.g., January 1, 2007 to December 31, 2007

B. EXPENSES

Please itemize the following expenses and include any additional items relevant to your particular project. Provide an expense total.

- Salaries and wages by individual position, specifying full- or part-time positions
- Payroll taxes
- Fringe benefits and related fees
- Consultant and professional fees, e.g., accounting, legal, etc.
- Travel
- Equipment, hardware, software
- Supplies and materials
- Printing and copying
- Telephone and fax
- Postage and delivery
- In-kind expenses
- Project overhead (the Foundation allows up to 15%)

TOTAL EXPENSES:

C. INCOME

Please include all confirmed and anticipated sources of revenue, and indicate their status. Provide an income total.

- Government grants and contracts
- Other Foundation grants
- Corporate or individual donations or grants
- Project income, sales or fees
- In-kind support
- Other revenue

TOTAL INCOME:

**SAGES EDUCATION & RESEARCH FOUNDATION
GRANT APPLICATION COVER SHEET**

Date of Application: _____

Legal Name of Organization Applying: _____
(Should be the same as on IRS determination letter and as supplied on IRS Form 990)

Year Founded: _____ Current Annual Operating Budget: \$ _____

Executive Director: _____ E-mail: _____

Contact Person/Title (if different from Executive Director): _____

Principle Investigator/ Project Coordinator: _____

Address (principal/administrative office): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Website: _____

Project Name: _____

Purpose of Grant (one sentence):

Beginning and Ending Dates of the Project: _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Geographic Area Served: _____

Signature; Board of Directors Chairperson: _____ Date: _____

Typed Name and Title:

Signature; Executive Director: _____ Date: _____

Typed Name and Title: _____