SAGES EDUCATION & RESEARCH FOUNDATION GRANT APPLICATION: SAGES MEMBERS

The SAGES Education & Research Foundation awards grants that help to advance the mission of the Foundation. *This is an abbreviated form to be used by SAGES Committees to apply for funds.

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

Deadline: The deadline for submission is August 31st and funding will start after January 1st of the following year. All applications should be submitted to foundation@sages.org by the deadline. *Please note: the Grant Review Committee will not accept proposals submitted after August 31st.*

Progress Reports: All payments are contingent upon a satisfactory progress report. Progress reports must be submitted upon completion of the funded project, or no later than 3 months from the date funding was received, whichever comes first. **Note: If your project was awarded a grant from the SAGES Foundation in the past, your current application will not be considered until a progress report from the previously awarded grant is received.**

General Instructions & Guidelines: Please structure your proposal to provide the following information.

A.   NARRATIVE
1. Purpose of Grant/ Project Description (please limit to 3 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
   - Timetable for implementation
2. Project Director/Project Management/Committee
   - Name the Project Director and his/her academic institution
   - Name any additional committee members or SAGES members participating in the project
   - Evaluation: Describe your plan to document progress and results. Provide specific, detailed metrics to show effectiveness and/or success of project.

B.   ATTACHMENTS
1. Project budget including:
   - Travel
   - Equipment, hardware, software
   - Supplies and materials
   - Printing and copying
   - Telephone and fax
   - Postage and delivery
   - Project Management fees

2. Income - *Include all confirmed and anticipated sources of revenue and indicate status. Provide an income total.*
   - Other foundation grants
   - Corporate or individual donations or grants
   - Project income, sales or fees
   - In-kind support

SAGES EDUCATION & RESEARCH FOUNDATION
GRANT APPLICATION COVER SHEET

Date of Application: _____

Name of SAGES Committee Applying: _____

Committee Chair: _____ E-mail: _____

Contact Person/Title (if different from Committee Chair): _____

Project Coordinator: _____

Project Name: _____

Purpose of Grant (one sentence):
_____

Beginning and Ending Dates of the Project: _____

Amount Requested: $ _____ Total Project Cost: $ _____