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 $100,000.

Deadline: The deadline for submission is **5:00 p.m. (Pacific Time) on Friday, September 1, 2017** and funding will start after January 1 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 the deadline.*

Progress Reports: All future payments are contingent upon a satisfactory progress report. Progress reports must be submitted by July 31 of the funding year. **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:
    o Travel
    o Equipment, hardware, software
    o Supplies and materials
    o Printing and copying
    o Telephone and fax
    o Postage and delivery
    o Project Management fees

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