

## KNOW-HOW: APPLYING FOR A GRANT AND RECEIVING GRANT FUNDING THROUGH THE CU FOUNDATION

Any grant application for a private support, non-sponsored project grant that is expected to be received by the CU Foundation (CUF) needs to be first reviewed by your campus Advancement liaison before sending it to CUF.

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### CAMPUS ADVANCEMENT / INDUSTRY AND FOUNDATION RELATIONS LIASIONS



CU Boulder: [industry@colorado.edu](mailto:industry@colorado.edu)

CU Anschutz Medical Campus: [kyle.jaccaudsmith@cuanschutz.edu](mailto:kyle.jaccaudsmith@cuanschutz.edu)

CU Denver: [DAsupport@ucdenver.edu](mailto:DAsupport@ucdenver.edu)

UCCS: Lauren Hope [lhope@uccs.edu](mailto:lhope@uccs.edu)

### APPLYING FOR A PHILANTHROPIC GRANT WITH CUF AS THE RECIPIENT

Once Advancement has determined that the grant you are applying for appears to be eligible to be received by CUF (pending the review of any additional documents such as a grant agreement before release of funding), follow the below when filling out a grant application.

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#### RELATIONSHIP

- The CU Foundation is CU's institutionally related foundation – a **separate** 501(c)3 entity that exists to support CU.
- In that role, CUF receives funds for the benefit of the University.
  - Legally, CUF is considered a “**Recipient**” and CU a “**Beneficiary**” of a grant.
- To clarify this legal relationship for the grantor, add language such as “CU Foundation for the benefit of (or “f/b/o”) CU [CAMPUS]”, “Beneficiary” and “Recipient” wherever you can to your grant application, but especially in sections that deal with who is responsible for the execution of the grant's purpose (e.g., reports).
  - Reach out to [grants@cufund.org](mailto:grants@cufund.org) for help with wording and edits.



Depending on the application wording, CUF might ask you to include our standard letter which outlines the CU-CUF relationship and responsibilities to ensure complete transparency for the grantor.

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#### APPLICANT INFORMATION

- **Applicant Name/Grantee:** “University of Colorado Foundation (“Grantee”) f/b/o University of Colorado [INSERT CAMPUS] (“Beneficiary”)”
- **Name of the Grantee's CEO/signor:** Jack Finlaw, President & CEO, University of Colorado Foundation
- **Physical address:** 1800 Grant St, Suite 725, Denver, CO 80203
- **Mailing / payment address:** University of Colorado Foundation; P.O. Box 17126; Denver, CO 80217-9155
- **Email:** [grants@cufund.org](mailto:grants@cufund.org)
- Add **your** information under program lead, campus contact etc., but refrain from listing yourself as a CUF employee.
- Information about CUF (e.g., list of leadership, board members) can be found on [cufund.org](http://cufund.org).
- Check out Advancement intranet “Submit Proposal or Grant” for additional documents and information.
- **Wire information:** <https://forms.monday.com/forms/17b7c115ab53762efcefab3febb56f98?r=use1>



Any email related to CUF, including our CEO's contact email, should be [grants@cufund.org](mailto:grants@cufund.org)

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## SIGNATURES

- Generally, grant applications require a simple signature, which CUF is happy to provide. Depending on the application, CUF may decide to redline (e.g., add f/b/o) to clarify the relationship and responsibilities between CU and CUF.
- **Do not sign as a CUF employee.**
- Do ensure you have signature authority if you are planning on signing on behalf of the University (confirm with your legal counsel and/or your campus leadership – Foundation Compliance cannot provide guidance here). See <https://www.cu.edu/ope/aps/4014> for more information.
- Email to use for DocuSign: [grants@cufund.org](mailto:grants@cufund.org) (with Jack Finlaw as the signor).
  - CUF prefers to route using our DocuSign account – just let us know your and/or grantor’s preference.
- Always ask the grantor if there will be additional documents to sign if awarded and if yes, if they can provide them for review by the recipient, CUF.



You might be able to accept a grant issued to CU (with CU as signor) and the funding may still be received by CUF (unless the grant is for something that would prevent CUF to accept funds, e.g., subcontract, human subjects) – check with your CU Advancement and/or legal counsel contact.



An **application signed by CUF does not guarantee that CUF can accept the grant** when awarded as that depends on any paperwork that will need to be signed to release the funding.

## OBTAINING CUF’S SIGNATURE ON A PHILANTHROPIC GRANT DOCUMENT

Any document that requires a Foundation signature will need to be reviewed and approved by CU Advancement and CUF Compliance. If you have received funding along with the document, please refrain from depositing or submitting for deposit until it is confirmed that CUF can accept the grant as cashing a check is equal to accepting the issuer’s terms.

## IF THE DOCUMENT NEEDING CU FOUNDATION SIGNATURE IS:

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### RELATED TO A PROPOSAL / APPLICATION THAT WAS APPROVED BY CU AND CUF

- Email [grants@cufund.org](mailto:grants@cufund.org) with the request to review and sign, referencing the associated proposal and allocation information (if a new fund is needed, Advancement will submit the request, following the GFS workflow in Advance)
- CUF will review and, if needed, redline the agreement to ensure the relationship is reflected correctly (e.g., adding language such as “for the benefit of”, “Beneficiary” and “Recipient”.)
  - Generally, grant agreements with deliverables (e.g., reports) and an award amount over \$15,000 (or as determined by CUF Compliance) require two signatures, one for CU as the Beneficiary and one for CUF as the Recipient.
  - CUF will communicate with Advancement if edits need to be done; we generally do not reach out to the grantor unless directed.
- Once grant terms have been agreed upon, CUF will route document for all signatures (including grantor, unless directed otherwise) via DocuSign.
  - Advancement will be added to receive a copy of fully executed agreement.
  - CUF will upload fully executed document into Advance.
- If DocuSign is not an option, Advancement or other contact will coordinate signatures.
  - For CUF signature, send document to [grants@cufund.org](mailto:grants@cufund.org).
  - Once Advancement has gathered all signatures, please forward a fully executed copy to [grants@cufund.org](mailto:grants@cufund.org)
  - CUF will upload fully executed document into Advance.



If your grant will have deliverables (e.g., interim and/or final report), keep in mind that CUF is **not** responsible for anything other than the receiving and managing the funds; any and all deliverables are the responsibility of the University (e.g., principal Investigator).

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#### NOT RELATED TO A PROPOSAL / APPLICATION THAT WAS APPROVED/RUN BY CU AND/OR CUF

- Before submitting for review and signature by CUF, confirm with CU Advancement that the grant is considered private support and not a sponsored project (handled by the office of contracts and grants).
- Once determined that CUF is the right entity to receive the grant, follow the above listed process.



This can include unsolicited grants or other awards.

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#### A REPORT OR OTHER DELIVERABLE FOR AN ACCEPTED GRANT

- Email [grants@cufund.org](mailto:grants@cufund.org) with the request to sign, referencing the associated agreement. Please allow at least 48 hours for execution.



Make sure the report's signature line mirrors the application, e.g., Jack Finlaw/CUF as the Applicant f/b/o CU.

### SUBMITTING AND MANAGING GRANTS VIA A GRANTOR PORTAL

Portals, while convenient for the grantor, are often not set-up to capture the CU-CUF relationship. Often, there can only be one log-in for the entire CU system per grantor or only one party can sign. Any email listed for CUF should be [grants@cufund.org](mailto:grants@cufund.org).

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#### APPLICATION AND GRANT TERMS

- For CUF to sign, CUF Compliance will need to see any documents in their entirety before signing.
  - We will try our best to navigate the portal, but we may require you to reach out to the grantor to get an electronic version of the document (e.g., pdf, MS Word) that needs our signature.
- CUF can only sign if the profile is correctly filled out (CUF as Recipient, Jack Finlaw as CEO, etc.; see above for more details).
- If the set-up of the grantor's portal does not allow for the generally required edits such as "f/b/o; "Recipient", "Beneficiary", please submit our standard grant letter (template coming soon – for now, reach out to [grants@cufund.org](mailto:grants@cufund.org)) either through the portal or directly to your grant administrator.
- If the portal only supports one login per campus or for the entire CU system (e.g., El Pomar), it is generally your responsibility to work with the other campuses to ensure logins, deliverables etc. are handled.
  - **Best practice:** keep the log-in credentials in the note section of the entity's record in Advance (e.g., El Pomar).
- If you have an individual login for the portal, please share that information with CUF for review and/or signature.
  - **Best practice:** to avoid unnecessary accounts to be created, either add your login credentials to the note section of the entity's record in Advance or add "reach out to Name/email for grant portal credentials"
- If the portal has a "collaborator" or "team member" option – this can be populated with the [grants@cufund.org](mailto:grants@cufund.org) email and Jack Finlaw as the associated name.
  - **Best practice:** check with the grantor if that option exists as it allows CUF to quickly link to your grant to complete any action items (e.g., review, sign).



CUF's CEO does not sign anything that has not been vetted by the CUF Compliance team, so allow enough time for review.

## DELIVERABLES

- For deliverables that need to be submitted via a portal, please note that you will be responsible for managing the portal, including any deadlines.
- If you cannot list a different email for deliverables (e.g., PI/PM), use [grants@cufund.org](mailto:grants@cufund.org). While we will try our best to forward any communication triggered from the portal, please remember that that you will be responsible for managing any deadlines or other expectations as CUF will not manage anything related to your grant other than receiving and distributing of the grant funds.



Do not rely on reminders send to CUF to be triggered for report due dates or CUF to manage the portal in any way.

## GENERAL WORKFLOW

