UCSF University Community Partnerships
2010 Grants Program

Frequently Asked Questions

General Questions

1. Do I have to be based in San Francisco to be eligible for funding? Yes, all projects must be implemented by San Francisco community-based partners for the benefit of San Francisco residents.

2. What do I do if I do not have a University or community partner? All projects must be conducted by partnerships that include at least one eligible community organization (501(c) (3) or (504) tax-exempt IRS status) and at least one eligible academic partner (UCSF staff, students, residents, post docs, fellows, and clinical and/or professional staff). If you do not already have a partner, you will not be eligible to apply during this grants cycle.

Partnership building between University and community partners can take a considerable amount of time and planning should not be rushed for the sake of grant funding. If you are interested in a partnership, please start making connections early to apply for our 2010 grants cycle.

If you need help with partnership building, please e-mail partnerships@ucsf.edu or call 415.476.5696.

3. What is the total grantmaking amount for 2010? The total grantmaking amount will be $100,000 - $150,000. There will be a combination of both small grants and large grants awarded. The small grants are intended to "seed" partnerships between the university and the community. The hope is that these discrete projects will foster deeper relationships and, perhaps, result in future funding requests to UCPP or other sources.

4. Who will be reviewing applications? The grant program’s External Review Committee will consist of six appointees with expertise in community-university partnerships submitted and selected by the Council. Total authority to select grant recipients will be given to the Committee.

5. Is there an appeal process? The decision of the reviewers is final and there is no appeal process.

6. Can I have more than one partner? Yes. We had several grant applications during the last cycle whose projects included many campus departments or community organizations. However, please choose a principal community and University representative for the application process (one contact name from each).
7. Can I submit more than one application? Yes. Organizations are welcome to submit as many grant applications as they want. We also understand that many organizations might have the same fiscal agent. There is no conflict of interest.

8. Are the San Francisco Department of Public Health, San Francisco Unified School District and other like government agencies eligible as community partners? Yes.

**Budget Questions**

9. What is meant by “project justification”? Do we have to justify/explain each budget item? Please give as much information as you can for the cost of the project. A justification of each line item is not needed.

10. How is the organizational budget different from the project budget? We only have one budget. The organizational budget should give a snapshot of the budget for the community partner’s organization. The project budget should include only items related to the proposed grant funded project, and include any additional funding that might have been secured to help fund the proposed project. If you only have one budget then just submit the project budget. If we need further budget documents, we will ask you at a later date.

11. When preparing my budget information for my application, how much should I allocate to indirect costs (also known as administrative expense or overhead cost)? A guideline of 10-15% of the total amount of the project should be allocated to be used for indirect costs.

12. What are the funding restrictions? Funds may not be used for:

   • Capital expenditures;
   • Debt reduction;
   • Entertainment (excluding modest meeting related expenses, such as light refreshments);
   • Indirect expenses that cannot be directly tied to the project;
   • Lobbying;
   • Projects conducted outside of San Francisco; and,
   • Reimbursement solely for patient care or clinical service delivery. These services may be reimbursed if they are a direct and necessary component of the broader project.

13. Is the purchase of equipment a capital expense? No. A nominal portion of grant funding may be spent on the purchase of equipment.

14. Can part of the grant amount being requested be used to recompense the UCSF faculty partners for their contributions to the project? Yes.

15. When preparing my budget information for my application, how much should I allocate to indirect costs (also known as administrative expense or overhead cost)? A guideline of 10-15% of the total amount of the project should be allocated to be used for indirect costs.
Style and Format Questions

16. Should the narrative be single or double spaced? Either single or double spacing is fine.

17. What is the minimum type size for the narrative? Type size should be standard twelve point font.

18. Should the bios of program leads be in resume/CV format or in narrative form? Either form is fine.

19. Can the list references (for data and citations) exceed the five page limit for the narrative? Yes. The list of references does not need to be included in that cap.