

# Grantseeker's Guide

HSC Foundation Relations



**The Office of Institutional Advancement** wants to provide HSC faculty and program directors with the tools to work with fundraising professionals to pursue and manage philanthropic gifts from foundations.

## We're here to help you meet your goals

Use this guide as preparation for working with the Foundation Relations team. Our job is to help you build relationships and make a compelling application so that you have the best opportunity for success.

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**\$1.9 million** raised by the Foundation Relations team from over 20 funders in FY20

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## Contact us

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**hsc**  Foundation

# To Funding Success

## 1 Prospective Funders

When determined to be a high priority by the president, provost, deans or unit chairs, the job of Foundation Relations is to gain an understanding of faculty, director and researcher areas of need and to align with identified private funders.

Institutional Advancement keeps a robust database of foundations and individuals and communicates regularly to build relationships with those prospective funders.

## 2 Funder Relationships

Foundations will often offer guidelines on how they prefer to interact with grantseekers and have strict application deadlines. **These relationships and applications are best managed by the Foundation Relations team to promote consistency and to avoid multiple applications from the University.**

## 3 Application Process

Once a funder has been identified and its guidelines have been reviewed, Foundation Relations staff are available to develop a compelling case for support. The best applications speak to the funder's mission and align university needs with their priorities.

Many funding opportunities begin with a **Letter of Intent (LOI)** process that later invites full application. Whatever the process, all funders want to know the following:

- What is the problem you are addressing?
- Why does it matter?
- Who is the population served?
- How will you accomplish your goal?
- What are the expected outcomes/impact?
- What makes your solution unique?
- How will you measure and evaluate success?
- How much will it cost?
- How much do you want?
- How will your organization sustain the program?

## 4 Grant Management

**Congratulations!** You received funds! Now what? Because private foundation funders are required to award funds only to IRS 501(c)3 entities, HSC funding agreements with private foundations are managed by the UNTHSC Foundation.

**Checks are deposited to the UNTHSC Foundation and transferred to faculty/program accounts for use by the 15th day of the following month.**