The CH Foundation
Guidelines for 2015 Proposals

This document contains important deadline dates and provides instructions for preparing proposals for the 2016 funding cycle (December 1, 2015 – November 30, 2016) of The CH Foundation. Approved proposals will receive funds in December 2015 for use in calendar year 2016. Proposals from Texas Tech University System must adhere to specific guidelines approved by The CH Foundation that differ from those for community organizations.

FUNDING PRIORITIES
As a general policy, grants will be limited to organizations whose services benefit Lubbock, TX and the surrounding area. Broad program interests that can be funded are:

- Agriculture and ranching
- Community and neighborhood improvement and development
- Cultural
- Education
- Health
- Social Services
- Research
- Youth Services

CH FOUNDATION POLICIES
- All TTU System grants, including those from auxiliary organizations, will be coordinated through the Texas Tech University System Office of Institutional Advancement (IA) and will involve collaboration with school or other assigned development officers (DOs).
- Requests should be reasonable in terms of what The CH Foundation is capable of funding and their areas of interest. Please be thoughtful in what is submitted.

FUNDING RESTRICTIONS
- Funds for projects outside the Lubbock area.
- Unrestricted funds. Projects must list specific use of funds.
- **Funds for “special events”** – i.e. funds for banquets, dinners or fundraising events. The foundation does not contribute to fundraising. Information pieces that have multiple uses such as recruiting, alumni relations and marketing of academic and research programs may be funded. Fundraising cannot be the major goal.
- Projects or scholarships based on race or ethnicity.
- Projects that involve religious buildings, symbols or groups.
- Salaries for faculty and staff, even if only part-time or for summer. Stipends for graduate or undergraduate students who work on the funded project may be included, if justified.
- Building or renovation projects must be well documented and approved through university channels to be considered. The project design, cost estimate, funding plan, and timeline must be approved by Facilities Planning and Construction or Building Maintenance and Construction or other appropriate group. The foundation wants assurance that the project will be completed in a reasonable amount of time. They do not want to fund a building project with a long delay prior to construction. Regular progress reports on construction projects are required.
PRELIMINARY PROPOSAL FORM AND CONTENT

Due December 1, 2014

A preliminary proposal is required and consisting of:

- Cover Page with Abstract (one page)*
- Project/Research Description (one page)*
- Budget (one page)*
- Biosketch

*Please merge the Cover Page, Project Description and Budget into one Word document before emailing to Ashley Hamm.

- Please consult with the Office of Development if you are submitting a non-research related preliminary proposal (endowment, scholarship or project).
- The TTUHSC Office of Development (Ashley Hamm) will facilitate processing your preliminary proposal through the appropriate reviews.
- The preliminary proposal should provide an opportunity to identify projects that have a good chance of receiving funding and address university goals as well as to eliminate those that are not likely to be approved. However, approval of a preliminary proposal does not guarantee approval of the final proposal.
- Proposals that do not address priorities or that are not likely to receive funding may be eliminated.

TTUHSC PROCESS

- Please send the preliminary proposal by email to ashley.hamm@ttuhsc.edu no later than December 1, 2014. We also request a hard copy with the signed cover page be mailed to Ashley Hamm at MS 6238 or delivered to 2B435 by this deadline.
- The preliminary proposal should be one document (Word) as described above. Do not send each part as a separate document.
- When emailing your preliminary proposal please name your document (the attachment) as follows: last name CH PP2015. Example: Hamm CH PP2015.
- Upon receipt, Ashley will email a confirmation to you. If you do not receive this confirmation, please contact Ashley at 743-1445. This will serve as a check to ensure that we have collected all proposals.
- Preliminary proposals will be reviewed by the Deans, appropriate committees for each school as determined by the Deans and the Office of Development.
- Final proposals will be selected by January 9, 2015 and those individuals selected to submit final proposals will work closely with the Office of Development to prepare proposals and budgets that meet the guidelines of The CH Foundation.
- Final proposals will be submitted to the Office of Development by February 16, 2015 in a Word document. Once approved by the Office of Development, the proposals will be routed to the Office of Sponsored Programs (OSP).
FINAL PROPOSAL FORMAT AND CONTENT
Due February 16, 2015

• The proposal template must be used.
• The final proposal should reflect the project and budget approved at the preliminary stage unless changes are approved by Ashley Hamm.
• **Content:** Proposals should be written in lay language. Please use Times New Roman font, 12 pt and 1” fonts on all sides.
• **Length:** Proposals should be concise but long enough to present the case effectively. Use data to support your request, if appropriate. You need to present a persuasive, convincing case showing why The CH Foundation should invest in the project. What is the impact on the program, college/unit, university and community?
• **Key Staff:** Identify key staff members involved with the project and attach a brief resume or biosketch (1 to 2 pages) for each key staff member. Do not include extensive curriculum vitae (CVs).
• **Collaboration with Others:** If your project involves collaboration with an organization or group outside of the university, you must provide documentation, such as a letter of support demonstrating that the outside group is willing to participate in your project. Multidisciplinary projects involving more than one college/unit should include a letter of support from the administrator of the collaborating group.
• **Budgets:** Please check proposals and especially budgets carefully for accuracy. Be sure to follow university guidelines in calculating expenses. Estimates must be accurate and based on current costs. The Office of Sponsored Programs (OSP) can assist with budgets if you need help.
• **Letters of support:** Please attach a letter of support from your department chair acknowledging their support of this research.
• **Editing:** All proposals sent forward by Texas Tech must reflect positively on the university and system. **We will not submit proposals that have typos, grammatical and spelling errors or incorrect budgets.** The primary contact (principal investigator or person responsible for administering the project and who can speak for the project) is responsible for editing and checking the proposal for accuracy. Please do not submit rough drafts. Office of Development staff members do not have time to rewrite your proposal; however, we are happy to discuss proposal ideas and provide guidance well in advance of the deadlines.
STEWARDSHIP AND CONTACTS

- The name of the foundation is **The CH Foundation**.
- “CH” is always underlined and “The” capitalized as part of the official name.
- The CH Foundation was established by **Ms. Christine DeVitt**, and it is assumed that the “C” is for Christine and the “H” is for her sister, Helen DeVitt Jones, who established the Helen Jones Foundation. Their father was an early South Plains settler who made his fortune in ranching, oil, and gas.
- Thank you letters should be addressed to **Mrs. Kay Sanford, President and Grant Administrator, The CH Foundation**, but Mrs. Sanford prefers that student thank you letters be collected by Ashley Hamm and sent to her as a group.
- We encourage effective stewardship by inviting Mrs. Sanford and The CH Foundation board members to participate in special events or activities that allow them to see the results of their grant. Please notify Ashley Hamm who can provide the preferred address list for invitations to board members.
- All annual reports and major contacts should be coordinated through Institutional Advancement. Alicia Knight serves as the primary manager for The CH Foundation for all components of the Texas Tech University System, including support groups.

OFFICE OF DEVELOPMENT CONTACT INFORMATION
For questions or additional information, please contact:

Ashley Hamm, Managing Director – Ashley.Hamm@ttuhsc.edu or 743-1445
Heather Johnson, Donor Relations Coordinator – Heather.L.Johnson@ttuhsc.edu or 743-2788
Cyndy Morris, Development Officer SOM/GSBS – Cyndy.Morris@ttuhsc.edu or 743-4965
Mattie Been, Development Officer SOAH/SON – Mattie.Been@ttuhsc.edu or 743-4966
# The CH Foundation Timeline for 2015 Proposals

## PRE-AWARD PHASE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>October 9, 2014</td>
<td>Proposal Guidelines Meeting – 3:00 PM, ACB 230</td>
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<tr>
<td>December 1, 2014</td>
<td>Pre-proposal summaries due to Ashley Hamm via email at <a href="mailto:ashley.hamm@ttuhsc.edu">ashley.hamm@ttuhsc.edu</a> as well as hard copy to 2B435 using approved format. The proposal summaries will be reviewed by the Deans, the Executive Vice President for Research and Associate Vice Chancellor for Institutional Advancement to determine which proposals will be developed into full proposals. SOM proposals will be reviewed and ranked by the research committee.</td>
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<td>January 9, 2015</td>
<td>Primary Investigators notified of proposals selected for submission.</td>
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<tr>
<td>February 16, 2015</td>
<td>Full proposals due to Ashley Hamm and your school’s Development Officer (SOAH/SON – Mattie Been; SOM/GSBS – Cyndy Morris). Submit a copy of the proposal electronically to <a href="mailto:ashley.hamm@ttuhsc.edu">ashley.hamm@ttuhsc.edu</a> and <a href="mailto:mattie.been@ttuhsc.edu">mattie.been@ttuhsc.edu</a> or <a href="mailto:cyndy.morris@ttuhsc.edu">cyndy.morris@ttuhsc.edu</a>. The required template will be provided to those submitting final proposals.</td>
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<tr>
<td>February 16 – 25th</td>
<td>TTUHSC internal review of proposals and OSP processing. You will be advised when to submit proposal to OSP with routing sheet.</td>
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<tr>
<td>March 1, 2015</td>
<td>Proposals submitted to The CH Foundation by the Office of Development following OSP review and approval.</td>
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## POST-AWARD PHASE

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<tr>
<td>Mid July-August 2015</td>
<td>The CH Foundation announced funded proposals. Agreements are executed and returned to the CH Foundation.</td>
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<tr>
<td>December 2015</td>
<td>Grant funds will be deposited by the Texas Tech Foundation. A letter of acknowledgement to The CH Foundation is required. Grant period is December 1, 2015 – November 30, 2016.</td>
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<td>November 2016</td>
<td>Grant/endowment reports from TTU, HSC and auxiliary groups, must be submitted to IA by November 15, 2016. Grant recipients must submit year-end reports including a financial report. All TTUHSC reports are submitted by the recipient through IA to ensure effective stewardship and coordination. All reports must be submitted on time to IA for review before submitting to The CH Foundation. Their deadline to us is December 1 and no exceptions will be granted.</td>
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Attachment: Preliminary Proposal Cover Page