Corporation and Foundation Relations (CFR): A Fundraising Department within University Development and Alumni Relations (UDAR)

This seminar hosted by the Office of Sponsored Programs (OSP) and UDAR summarizes the services that CFR can provide. The summary below is based on notes from the winter 2012 NYUTRAC Workshop Series.

**CFR’s Mission**

CFR assists in identifying prospective corporate and foundation donors; developing corporation and foundation cultivation strategies; and soliciting funds from corporations and foundations. They help seek philanthropic funding for scholarships, fellowships, professorships, programs, conferences, meetings, and capital projects.

In addition, CFR tries to monitor all corporate and foundation activity at NYU. They provide clearance to reach out to corporations and foundations and juggle the internal NYU logistics, making sure NYU faculty/staff are pursuing donors strategically and not stepping over each other.

**CFR’s Limitations**

CFR does not raise funds for sponsored research, programs that require contracts/licensing agreements, or any projects with budgets under 50K. HOWEVER, these are only general guidelines and may differ on a case-by-case basis. When in doubt, please reach out to OSP first.

**Before Contacting CFR**

Make sure you have a clear idea about the funding you seek including the scope, time frame and budget. Note that the process of soliciting a grant from a foundation often takes 6-12 months+, as relationship-building takes time and each foundation has its own process and timeline of due diligence and decision making. If you have a relationship with a program officer at a foundation, that will be helpful for CFR to know. Develop search terms to be used when identifying possible donors.

**Working with CFR**

CFR will meet with you to discuss your project, funding needs, and develop a strategy for approaching foundations. CFR can also help you submit a research request to receive an in-depth list of prospective partners for your work. Afterwards, CFR can also help you submit a clearance request to approach said corporations and foundations. Generally, PIs/PDs will be asked to draft all materials (e.g., narrative for Letters of Inquiry) first and CFR will go back and help you refine them. They can also provide templates of proposal materials including letters or inquiry and program budgets. PIs/PDs also submit the actual proposal and often complete any follow-up.

**For More Information, Please Contact Your CFR Partners:**

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