



FOUNDATION FUNDING REQUEST

INSTRUCTIONS FOR PROGRAMS, DEPARTMENTS & COMMITTEES

Note: Funding Requests should be submitted by the first of every other month beginning with January to be submitted for Foundation Board consideration.

STEP ONE:

- Complete the Foundation Funding Request Form. If more space is needed to describe the request, include a separate page.
- The Requestor may be asked to give a brief (five minute) presentation at the next scheduled Foundation Board meeting about the request.

STEP TWO:

- If the Funding Request is approved, a signed copy of the form will be sent back to the Requestor.
- After receiving notification of the Board's approval, the Requestor can then move forward with the activity.
- To utilize funding, the Requestor should send all invoices and/or receipts to the Business Office. A copy of all invoices and/or receipts should be sent to the Foundation Office. A note MUST be included that the Foundation will reimburse the expense for the Funding Request, including the program's budget numbers.
- The Foundation Office will track the expenditures and initiate payment through the Business Office.
- The Requestor must follow the College's purchasing guidelines.
- Funding expires at the end of each fiscal year. Any unused balance is forfeited.

STEP THREE:

- The Funding Request Follow-Up Report is due in the Foundation office within 30 days of the activity date or completion of the project and will be shared with the Foundation Board of Directors.

*If you have any questions or concerns, please contact the Foundation Office:
(636) 481-3105 or foundation@jeffco.edu.*



**Application for Foundation Funding
For Programs, Departments &
Committees**

Foundation Use Only
Date Received: _____
Foundation Approval: _____

Program, Department, or Committee Requesting Funding: _____

Individual submitting request (Requestor): _____

Amount requested: \$ _____

Date funding is needed: _____

Date of Activity/Project: _____

Brief description of Activity or Project:

Include an itemized budget if necessary.

By signing this form, the Requestor verifies that he/she understands and agrees to utilize funding as stated on this form and submit all receipts, invoices and reports in a timely manner. The follow-up report is due in the Foundation office within 30 days of the activity or completion of the project.

REQUESTOR'S SIGNATURE

DATE

1. REQUIRED SIGNATURES

Supervisor/Director/Committee Chair

Date

Budget Manager

Date

Overseeing Vice President (if request is more than \$1,500)

Date

Executive Director of the Foundation

Date