



# 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.

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

Number of students affected by the funding: \_\_\_\_\_

Collaborations/other funding sources are you providing: \_\_\_\_\_

Date of Activity/Project: \_\_\_\_\_

Brief description of Activity or Project: \_\_\_\_\_

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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



## Foundation Funding Follow-Up Report

Brief description of the Activity or Project: \_\_\_\_\_

Program, Department or Committee that requested funding: \_\_\_\_\_

Name of the individual that submitted the request (Requestor): \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Funding amount: \$ \_\_\_\_\_ Amount used: \$ \_\_\_\_\_

Please provide a brief description about the outcome of your project or activity (number attended/participants, impact on the intended audience, future impact, etc.):

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How did funding from the Foundation impact the activity or project?

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Details about how funding was spent:

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