EXTERNAL FUNDING PROTOCOL—CORPORATIONS/FOUNDATIONS
Office of University Development
North Park University

Process Overview:
In an effort to coordinate all external funding requests and to provide the best external image possible for the broader University and Seminary, those seeking funding beyond their budgets are requested to coordinate efforts with the Office of University Development. By working in partnership with the University Development department, and specifically the Corporate and Foundation Relations Office, you will have access to research tools, guidance on project development, interpretation of funding guidelines, collaboration on proposal development, technical review of drafts and final proposals, contact with corporate and foundation personnel, and assistance with the distribution and stewardship of funds received. Through this coordinated effort, North Park will increase its ability to secure foundation and corporate support.

Please follow the following simple steps to begin the process. Note: **This process applies to all potential sources of external funding** including individual donors, federal and state grants, private foundation grants, etc. All academic program-related requests must have the approval of the Academic Dean before the Corporate and Foundation Relations Office can respond to the request.

Step 1: Inquiry

1. The person/department seeking external funding can obtain an External Funding Request Form from the Corporate and Foundation Relations Office (located at 3319 W. Foster) or by emailing Joyce Overton at joverton@northpark.edu.
2. Complete the form and discuss it with your department chair to receive departmental endorsement; then discuss with appropriate Vice President or Academic Dean to receive institutional endorsement; and then send the form to the Provost, Dr. Joseph Jones, (Box 2) for final approval.
3. Prepare a preliminary budget and get approval from Lester Carlstrom, Director of Finance (X5597)
4. Submit completed form to Mary Surridge, Vice President for Development and Alumni Affairs, Box 6, with appropriate signatures. The Office of Corporate and Foundation Relations will review the request and respond to the proposal initiator within 5 working days.

Step 2: Response

1. The Corporate and Foundation Relations Office will review the request to determine next steps.
   Options for grant request response include:
   a. Approve the request as is, notify proposal initiator, and work together to determine "next steps."
   b. Request further information from faculty/staff member and modify request.
   c. If the request requires an institutional commitment (e.g., funding, equipment), or if the request potentially conflicts with other institutional fundraising priorities, it will be referred to the appropriate Vice President who will take the request to the President for prioritization.
2. Director of Corporate and Foundation Relations communicates decision to faculty/staff member.

Step 3: Next Steps

Upon approval the Office of Corporate and Foundation Relations will support faculty/staff in the following ways:

Research (as needed), Identify Funding Sources, Request Information and Application Procedures, Shorten the List of Potential Funding Sources

- Work with faculty/staff to develop a preliminary list of potential funding sources and contacts. Prospect Researcher may also contribute to this preliminary list.
- Work with faculty/staff to develop a short list of good prospective funding sources.
- Contact sources from short list and request application guidelines and additional information or work with current available information.

- Upon receipt of foundation information, the Corporate and Foundation Relations Office together with faculty/staff determine the sources that appear to have the best potential for funding the project.

Develop Timeline and Application Procedure

Using the grant guidelines, the Corporate and Foundation Relations Office will develop a timeline and communicate information related to the time frame and application procedure to all personnel involved in the grant request. The Corporate and Foundation Relations Office requests that timelines be followed as closely as possible as the Office is managing several grants at one time. To meet each program's deadlines, it is essential that we work together to keep the proposal submission on time.

Create Proposal Drafts

The faculty/staff will work with the Corporate and Foundation Office to create the proposal. The faculty/staff will create an initial draft of their idea, which will include a history of their program/center/idea, a needs/problem statement, clear goals and objectives, outcomes, evaluation, and a sustainability plan if it is an ongoing program. The Corporate and Foundation Relations Office will provide guidelines to help facilitate the initial information gathering. Personal testimonies from program participants on how the proposed program will impact their lives and make a difference at North Park or in the community will strengthen your request.

The Corporate and Foundation Relations Office will then further develop the proposal in draft form. Copies of the draft will be circulated to all parties involved in the grant proposal for input and revision. We ask that faculty/staff again be prompt in returning comments and revisions by the stated deadlines.

Final Draft and Approval, Submission of Grant

After incorporating revisions, the Corporate and Foundation Relations Office will submit the final draft of the grant to the appropriate faculty for final review. Mary Surridge, Vice President for Development and Alumni Affairs, will sign cover letter and appropriate forms. **The final version of the grant, along with any other necessary information, will be submitted to the funding source by the Corporate and Foundation Relations Office.**

External Funder's Response

- Foundation responses will be directed to either the Corporate and Foundation Relations Office or the contact person named in the request.
- If the contact person receives the initial response, the Corporate and Foundation Relations Office should receive immediate notification and a copy of the letter.
- Information regarding the response will then be communicated to all interested parties.
- Funds generated by the grant will be processed in the University Development office and then given to the Business Office.
- Unless otherwise noted, the Business Office will establish a restricted account for the funds. This account number will be given to the faculty/staff member requesting the grant.
- The Corporate and Foundation Relations Office will maintain final sign-off on release of funds.

Stewardship/Report

Upon release of funds generated by the grant, guidelines for reporting will also be given to faculty/staff. The Corporate and Foundation Relations Office will work with respective faculty/staff members to develop a reporting procedure. Final reports on the use of grant money will come from the Corporate and Foundation Relations Office. We look forward to working with you to create your grant proposal.

Joyce M. Overton, Director of Corporate and Foundations Relations, X 5760; joverton@northpark.edu
John Hetman, Grant Writer, X5776, jhetman@northpark.edu

EXTERNAL FUNDING REQUEST FORM
North Park University Office of Corporate and Foundation Relations

Project Proposer (Name): _____

Department: _____

Project Manager (if different than proposer): _____

Office phone: _____

Please give a brief description of the need/project for which you are requesting funds (attach additional sheets with more details, if necessary):

Amount needed from external sources to fund the project: _____

How much (if any) of this support is budget relieving? _____

Does this project require financial resources from the institution (i.e. staff, equipment, supplies, travel, institutional match, etc.) _____ YES _____NO

If YES, what kind and in what amount?

Is this a new project, or have you requested and/or received funding for it before?

Please indicate any funding sources that you are already working with or you might be familiar with that would be interested in this project:

Date by which funds are needed: _____

Date Submitted: _____

Funding Request Reviewed/Endorsed:

Department Chair/Head of Department: _____

Academic Dean* or appropriate VP: _____

Provost, Dr. Joseph Jones: _____

Director of Finance, Lester Carlstrom: _____

*Academic Dean review and endorsement is required for all academic program-related requests.

Please forward the completed form to Mary Surridge, Box 6. Questions regarding the External Funding Protocol may be addressed to Mary Surridge at X6264.