

Polk State College Procedure

Subject	Reference	Date	Number
Process to Apply for Foundation Funds		2/21/2017	6062

I. Assumptions

Private money is raised by the Polk State College Foundation (Foundation) for the purpose of supporting the College, its mission, and its programs.

Private dollars are subject to and limited by restrictions established by the donor and/or by the various funding sources such as the Dr. Philip Benjamin Matching Grant Program for Community Colleges, Facilities Enhancement Grant Program for Community Colleges, and other State or Federal programs. Therefore, Foundation funds shall not be considered as part of the planning and budget process.

Foundation dollars are intended to supplement, not supplant, State appropriations.

II. Purpose

The purpose of this procedure is to provide a process whereby unrestricted funds raised by the Foundation and income earned from Foundation unrestricted endowments and not otherwise restricted may be made available to various program areas of Polk State College. Restricted Foundation funds are awarded according to criteria set by the donor and thereby are not included as part of this process.

III. Process

College personnel should exhaust all College financial sources before presenting a request to the Foundation.

Proposals for the use of unrestricted Foundation funds must be submitted to the Executive Director of the Foundation, or designee, and may be submitted throughout the year. Employees, clubs, or groups requesting funds should submit requests in writing via email and shall indicate, specifically, how their request will benefit the College. Requests should include evidence that requests are made with the approval of the appropriate College supervisor.

The Foundation's Executive Director shall confer with the Foundation's Director of Finance to ensure that funds are available to pay for the proposal in question.

IV. Criteria for Awarding Unrestricted Foundation Funds

Proposals will be judged by the Executive Director of the Foundation, in consultation with the Foundation's Director of Finance and appropriate President's Staff member(s), on the basis of the explanation in the application of how and why the expenditure is in alignment with one or more of the College's Strategic Goals and will produce improvement in the quality of education at the College.

Any proposal that is of direct benefit to the College will be given full and appropriate

consideration, including, but not limited to, the following:

1. Equipment used for instruction or the general benefit of the College.
2. Materials directly benefiting instruction.
3. Equipment, materials, and professional development for students directly related to enhancing the learning process or learning environment of the College.
4. Equipment, materials, and professional development for College employees directly related to enhancing the learning process or learning environment of the College.
5. Fundraising activities for the Foundation.
6. Marketing, donor, and community relations conducted by the Foundation and providing a benefit to the College.
7. Professional fees and software renewals incurred by the Foundation that enhance the Foundation's ability to serve the College.

V. Reference

History: Adopted: July 5, 1991
 Revised: August 24, 2010; February 21, 2017

			
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			
	President's Approval		Date