



## **TAFT COLLEGE FOUNDATION FUNDRAISING INITIATIVE REQUEST**

**Submitter name:**

**Date:**

**Initiative name:**

In an effort to concentrate, coordinate and maximize fund raising efforts across Taft College, all fund raising initiatives will go through a review and approval process. The purpose of the process is to allow Taft College to focus resources and give a consistent message to our staff and donor base. In addition, the process will assure that fund raising initiatives directly support the Taft College priorities.

Please follow the following process for initiative review:

- provide the information requested in the following five questions.
- e-mail the completed online form to the Foundation Executive Director [shornbunk@taftcollege.edu](mailto:shornbunk@taftcollege.edu) with a cc: to your department chair/supervisor and dean.
- The Director will identify additional funding sources and review the project for its funding potential.
- the completed form will be forwarded to all for comments with final approval by the President; and, as appropriate, either the Vice President for Business and Administrative Services, the Vice President of Student Services, or the Vice President of Instruction.
- when finalized, the initiative will become included into the list of initiatives.

1. How does the initiative support the Taft College priorities – as detailed in the Taft College Strategic Plan.
  
2. Define the purpose and the scope of the initiative.
  
3. Attach budget details of one-time costs and any ongoing expenses that may be required to maintain the initiative.
  
4. Detail the timeline required to complete the initiative. Include fund raising start and end dates as well as proposed date for initiative implementation.

5. Detail of proposed funding sources – name (individual, foundation, corporation) and proposed ask amount. (A full list of possibilities will be developed in collaboration with the foundation board of directors.)

Please contact the Foundation Executive Director, Sheri Horn Bunk, 661-763-7936, with any questions regarding the form or possible funding information. The Taft College Foundation will look forward to partnering with you to fund your initiative.