



GUIDELINES FOR FUNDING REQUESTS

I. INTRODUCTION

The Barton Community College Foundation exists to provide a legal and financial entity to hold and manage private contributions to Barton Community College. The Foundation is a tax-exempt corporation under subsection 501 (c) (3) of the Internal Revenue Service Code.

This guide is to outline Foundation funding priorities and to provide direction for those individuals and groups who may submit requests to the Foundation for funding consideration.

Proposals should be reviewed by the College President to ensure that each request is in line with the Barton's Mission Statement and operational priorities. Any off-campus (*) or community-based academic fund raising efforts should be approved and coordinated by the Barton Foundation upon permission/coordination by the appropriate department, division chairperson, dean, and/or president of the college.

II. STATEMENT OF PURPOSE

All money, regardless of the form in which it is received, shall be used for academic educational purposes according to the Foundation's By-Laws and Articles of Incorporation. While these guidelines are written for the benefit of both the Foundation Board and the requesting party, proposals may also be considered on a case-by-case basis.

III. FUNDING PRIORITIES

The Foundation has set five areas of priority for funding consideration:

A. Academic Scholarships. Of primary concern is the commitment to fund the annual Foundation Academic Award. It is difficult for the Foundation to specifically raise scholarship dollars for special interests or special interest groups. However if an individual donor approaches the Foundation wishing to designate a gift for a specific purpose, the Foundation will apply the funds accordingly.

B. Academic Programs, Departments and Divisions. As funds are available, consideration will be given to programs in the college's academic divisions: Requests from these areas must hold true educational/instructional value, or go to support the purpose for which a restricted gifts donor has requested. General Fund money allocated to the respective department must be used first before requests are made to the Foundation.

- C. Culture and the Arts. The Foundation will consider requests which support culture and the arts, provided the event or activity is tied to an approved campus activity which supports education and/or instruction. Budgeted general fund money must be used first before requests are made to the Foundation.
- D. The Library. Requests from the Barton Library for acquisitions such as books, periodicals and related equipment will be considered by the Foundation.
- E. Building Projects. At the approval of the College President and Board of Trustees, the Foundation may consider assisting with or actively raising funds for capital projects such as a new building, or building addition. However, private funds shall not be used to supplement projects more appropriately designated as a General Fund project.

IV. LIMITATIONS

In general, the Barton Foundation does not normally support funding for:

- Athletic Scholarships, Sponsorships or Programs
- Professional association dues or club dues
- Travel for individuals or groups
- Departmental advertising
- Faculty stipends or honorariums
- Underwriting for off-campus (*) concerts or other special events
- General Fund repair or replacement projects

V. HOW TO APPLY

The Foundation will provide Guidelines and a Funding Request/Application Form to all persons or groups requesting financial assistance. Information to be included on the form is:

- Who will benefit from the request
- Number of persons benefiting from the request
- Amount of request
- Description of the project
- Explanation of need
- Explanation of alternative funding (if applicable)
- When funding is needed
- Supporting information/document

The Foundation Board meets on the first Wednesday of each month at 4:00 p.m. Applications should be received by the Foundation Office 10 working days prior to each regularly scheduled board meeting to be included on the meeting agenda.

An oral presentation may be requested by the Foundation Board. Those making application for funding should allow time for questions by Board members. After the presentation, the applicant will be excused, and the request will then be discussed and

voted on. The applicant will be notified of the Board's actions within 48 hours of the meeting.

VI. CLOSING

All requests, the interpretation of these guidelines and how they relate to requests are subject to the discretion of the Foundation Board of Directors.

Originally approved in	1992/93		
Revised and approved	10/5/94	09/6/95	12/6/95
	12/2/98	09/4/02	03/5/03
	02/2/07		

(*) Off-Campus is defined as designating, of, or functioning outside of officially recognized campus organizations or locations.



FUNDING REQUEST / APPLICATION FORM

Name of person(s) submitting request: _____

Person(s) or group benefiting from request: _____

Number of persons benefiting from request: _____

Amount of request: _____

Description of project: _____

Why is funding needed? _____

Are any other funds available for your use? (department budget, grants, etc.) _____

If so, please describe: _____

When are the funds needed? _____

Any charts, graphs, drawings, supporting documentation, etc. which will enhance this proposal should also be submitted.

Signature of Applicant(s)

Date

Signature of Applicant(s)

Date

(TO BE COMPLETED BY THE FOUNDATION OFFICE)

Action Taken:

Approved

Denied

Amount Awarded: _____

Comments: _____

Signature
(Foundation Representative)

Date