

## **MISSOURI WESTERN STATE UNIVERSITY FOUNDATION ALLOCATION PROCESS**

### **Purpose:**

The mission of the Missouri Western State University Foundation is to support the university and its goal to inspire a lifelong passion for learning, and to empower a diverse population of students to succeed as citizens in a changing world. The Foundation exists to foster partnerships and vital connections by encouraging gifts and stimulating investments to further the cause of Missouri Western State University.

The Foundation Board seeks proposals that promote serving the students of Missouri Western State University. The Foundation is committed to assisting the University in accomplishing its mission and achieving its goals by promoting an environment for private financial investment.

### **Process:**

The Foundation Board has approved the following application process for allocations:

1. Proposals for funding should demonstrate relationship to the Western strategic plan and/or campus priorities, and a statement as to the intended impact of the activity;
2. Proposals must utilize a standard format, and be written clearly and concisely;
3. Proposals must be submitted in a timely manner following established application process and deadlines;
4. Proposals must include statements of support and approval from the respective chairperson or supervisor, dean or director, and the appropriate vice president. A peer review process may be conducted as part of the review process for these approvals;
5. Proposals will be reviewed by the University Allocations Advisory Committee, which is charged with the responsibility of researching the university's requirements. The University Allocations Advisory Committee consists of the Vice President for University Advancement, who also serves as executive Director of the Missouri Western State University Foundation; the Vice President for Academic and Student Affairs; and the President of the University;
6. Accountability reports will be required at the completion of the program, in order to facilitate the Foundation's review/assessment of the impact of the activity. The accountability reports must be submitted not later than April 1 of the year in which funding was received (example: funding received in academic year 2007-2008 requires an accountability report not later than April 1, 2008). The reports

should include a review of the activity, outcomes achieved, and an assessment of the impact of the activity in furthering campus priorities;

7. The Missouri Western State University Foundation Board will provide notice of proposals receiving funding to the campus/community.

**Application Deadlines/Notification Process:**

Decisions regarding requests for allocations generally are made at the April Foundation Board meeting. A timeline for applications will be established and publicized to the campus/community. Notification of the Foundation Board's decision regarding will be made in writing within 10 business days following the approval for allocations.

Proposals should be sent to:

Dan Nicoson, Executive Director  
Missouri Western State University Foundation  
4525 Downs Drive  
Spratt 111  
St. Joseph, MO 64507

(Adopted – February 21, 2002)

**MISSOURI WESTERN STATE UNIVERSITY FOUNDATION  
ALLOCATION REQUEST FORM  
Funding Period – July 1, 2010 – June 30, 2011**

**Applicant(s):**

**Position(s):**

**Telephone Number:**

**E-mail:**

**Approvals (Signatures Required):**

Applicant(s):

Chairperson/Supervisor:

Dean/Director:

Vice President:

**Project/Program Summary:**

**Briefly outline the budget for the project. Please identify additional funding if available from Missouri Western State University, or outside sources:**

(Please limit proposal to two pages)

**Submit proposals to MWSU Foundation, Spratt Hall, Room 111, by 4:30 p.m. on Friday, March 26, 2010.**