MISSOURI WESTERN STATE UNIVERSITY FOUNDATION
ALLOCATION GUIDELINES AND 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.

Guidelines:

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 Missouri 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 no later than April 1 of the year in which funding was received (example: funding received in academic year 2013-2014 requires an accountability report not later than April 1, 2014). This could affect the committee’s willingness to approve future funding. 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 are made at the May Foundation Board meeting. A timeline for applications will be established and publicized to the campus/community.

Notification of the Foundation Board’s decision regarding funding will be made via email within 10 business days following the approval for allocations.

Proposals should be sent to:

Jerry Pickman  
Vice President for University Advancement and  
Executive Director, MWSU Foundation  
Missouri Western State University Foundation  
4525 Downs Drive, Spratt 111  
St. Joseph, MO 64507