



Fundraising Project Approval and Priority Request Form

To ensure that the University of Memphis' highest funding needs are met and internal resources are allocated in the most effective ways possible, the Office of Development coordinates and manages University-wide fundraising activities by employees and volunteers based on pre-approved University priorities that are fully endorsed by means of this Fundraising Project Approval and Priority Request form.

Please work with the Director of Development assigned to your area and complete the information below. Submit this form in its entirety (including signature pages) to your Dean/Unit Director who will begin the approval process and forward your request to additional approvers as appropriate. It is the responsibility of the authorizers to inform the requestor on the status of his/her proposal and provide useful comments on why the request may not have been approved as a priority.

Date:

Requester's Name:

College/Unit:

Department:

Office Address:

Phone:

Email:

Name of Proposed Fundraising Initiative:

Dean/Unit Director:

Please describe the following:

1. Initiative description and scope, including private support dollar goal, and how this aligns with policy UM1779 Fundraising Project Approval and Priority Setting criteria.

2. Outcomes to be achieved by the initiative and how it fulfills unit's mission and strategic priorities.

3. List of prospective donors (individuals, businesses, corporations, foundations) who may be interested in supporting this initiative.

4. What other funds will be used to achieve the desired objective (include University support); why the proposed fundraising initiative is the best way to meet the identified need.

5. Does this initiative require space renovations or a new facility? If so, contact Campus Planning and Design for a detailed budget estimate and include with this request.

Yes

No

6. Identification of planned sources of funds required to sustain/operationalize initiative if approved.

7. Proposed start and end date of fundraising activity.

Start

End

8. Plan if fundraising effort is launched and does not meet the monetary goal.

By submitting this proposal, if approved, I understand I must follow the University's **policy on Fundraising Project Approval and Priority Setting** UM1779.

Requesting Party Signature: _____ Date: _____

Required signatures:

Dean/Unit Director Signature: _____ Date: _____

Fundraising for this project is:

Comments:

Approved

Denied

Chief Development Officer Signature: _____ Date: _____

Fundraising for this project is:

Comments:

Approved

Denied

Provost or VP for Research Signature: _____ Date: _____

Fundraising for this project is: _____ Comments: _____

Approved

Denied

University President Signature: _____

Date: _____

Fundraising for this project is:

Approved with High Priority: Funds for projects awarded this priority will be actively sought, both by school and unit development staff and by the Office of Development. The Office of Development will work with school and unit development staff to identify and solicit prospects for high priority projects and will enlist volunteers, faculty, and administrators as needed.

Approved with Standard Priority: Fundraising, including identification and solicitation of prospects, will primarily be handled within the school or unit. The Office of Development may, at the discretion of the Chief Development Officer, initiate further activity and provide assistance in identifying additional prospective.

Approved with Minimum Priority: Fundraising projects with this priority must not compete with fundraising for other projects. In most cases, this will mean that fundraising will be delegated to the unit with minimal involvement of Development staff.

Denied: No gifts may be solicited for this project.

Comments: _____

(After Presidential approval, return to the Chief Development Officer, AD 323, for coordination with requester and implementation.)