

Dear FACS faculty member:

Thank you so much for your interest in pursuing corporate and foundation funding for your project or program within the College of Family and Consumer Sciences. Since there are thousands of corporations and foundations to search through in order to find the right fit for your particular area of interest, and since there is a specific process that every University of Georgia unit must follow in order to request funding, the following information is essential for your project's funding.

First, it is important that every UGA faculty member understand the difference between private gifts and sponsored programs. The FACS Office of Development consists of Katrina Bowers, director, and me, development assistant. A major part of my job is to find corporate and foundation funding for projects within the college. That funding – if pursued and received through the Office of Development, is all in the form of private gifts. That means there are no strings attached; the money is an outright gift to support a particular project or program. However, if a faculty member is offering something in return for the funding – such as survey results, for example – that funding request must go through the UGA Department of Sponsored Programs.

If the funding request is, in fact, for an outright gift, that request must go through a particular process. For your information, attached are the steps every University of Georgia faculty or staff member must follow in order to request corporate or foundation funding for any University-sponsored or affiliated project or program. These steps are very important and must be followed any time a private gift is requested for any UGA program.

Also attached is a form I have created to help streamline the corporate/foundation funding request process. This form is to be completed by you, the faculty member, and submitted to me any time you are interested in pursuing private gift funding. If you would like to submit it electronically, please let me know and I will be happy to e-mail it to you.

Thank you for helping make this process as smooth as possible. Please contact me or Katrina any time you have questions or concerns regarding receiving private gifts – or giving them.

Janet Jones Kendall  
FACS Development Assistant

## UGA Private Gift Request Protocol

*The following are steps every University of Georgia faculty or staff member must follow in order to request corporate or foundation funding for ANY University-sponsored or affiliated project or program. (In this case, the steps have been tailored for FACS faculty members).*

1. The faculty member must contact the Office of Development in his or her particular unit. At FACS, you contact me – Janet Jones Kendall – at the phone number or e-mail address listed below. Please keep in mind that my position is only part-time (20 hours/week, generally 8-1 Mon.-Thurs.).
2. I conduct searches in nationwide foundation databases (to which FACS pays an annual membership fee) using the information provided by the faculty member to find the best potential funding source matches.
3. I relay the corporations and foundations to the faculty member who then reviews them and selects the ones he/she feels are the best matches.
4. I then search for the foundations in the UGA ASCEND database of contacts to see if any other unit on campus is already working with that foundation. This is a very crucial part of the request process. If any other UGA unit is currently working with a foundation, then we must carefully consider whether FACS should be allowed to approach that foundation. For this reason, we only ask for clearance when we are within six months of submitting a proposal. This is to ensure that the University is on the same page when it comes to requesting funds so that no one foundation is bombarded with multiple requests from our campus.
5. If the foundation is currently open for approach, I request official clearance to approach it with a funding request from FACS. Other units on campus will be strongly encouraged to postpone requests to that foundation once our request has been documented.
6. The faculty member then compiles either a letter of inquiry or a full proposal (whichever the foundation requires) and brings it to me. The letter must indicate that the requesting organization is the UGA Arch Foundation since that is the non-profit gift-receiving entity for all projects and programs at the University (I can easily provide copies of winning proposals and/or letters if desired).
7. That proposal/letter must then be cleared through the Arch Foundation officials at the main UGA Office of Development and appropriate signatures must be obtained.
8. The letter/proposal is submitted. For local funders, personal visits or phone calls may be appropriate.
9. I call and confirm with the foundation/corporation that the letter/proposal was received.
10. We wait for word from the foundation. If we have not heard within four weeks after submitting the proposal, I will contact the foundation/corporation and try to solicit a response.

### **FACS Office of Development:**

Katrina Bowers, director

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Janet Jones Kendall, development assistant

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### **UGA Sponsored Programs:**

542-5939