



## **Open Proposal Funding Request Policy**

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### **1. 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 will be reviewed by the appropriate College administrator or the College President to ensure that each request is in line with Barton's Mission Statement and operational priorities. Any off-campus (off-campus is defined as designating, of, or functioning outside of officially recognized campus organizations or locations) 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.

### **2. 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 Bylaws 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.

### **3. FUNDING PRIORITIES**

The Foundation has set four areas of priority for open proposal funding consideration:

#### **A. 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. The College's General Fund money allocated to the respective department must be used first before requests are made to the Foundation.

#### **B. Culture and the Arts**

The Foundation will consider requests which support culture and the arts, provided the event, activity, or item(s) is tied to an approved campus activity which supports education and/or instruction. The College's General Fund money allocated to the respective department must be used first before requests are made to the Foundation.

#### **C. The Learning Resource Center**

Requests from the Barton Learning Resource Center for acquisitions such as books, periodicals, and related materials and equipment will be considered by the Foundation.

#### **D. Capital Projects**

At the approval of the College President (for all capital projects over \$5,000) and/or Board of Trustees (for all bricks and mortar projects), the Foundation may consider assisting with or actively raising funds for capital projects such as a new building, addition, or fixtures, furniture, or equipment. However, private funds shall not be used to supplement projects more appropriately designated as a General Fund project.

#### **4. 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

#### **5. HOW TO APPLY**

The Foundation will provide Open Proposal Funding 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/documentation

The Foundation Board meets on the second Wednesday of each month at 4:00pm. 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.

#### **6. 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 3/2/2022 4/10/2024



## Open Proposal Funding Application Form

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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:

Reason for funding request:

Other funds available (department budget, grants, etc.):

Date funds are needed:

*Any charts, graphs, drawings, supporting documentation, etc. which will enhance this proposal should also be submitted for review and consideration.*

**Applicant Statement of Understanding**

As an applicant of the Open Proposal Funding program with Barton Community College Foundation, I agree to abide by all bidding, purchasing, and processes of Barton Community College. I understand that acceptance of funds from the Foundation may require additional due diligence and follow up, including, but not limited to: additional forms, reporting, and public relations activities relating to the donation.

Signature of Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

<p><b><i>TO BE COMPLETED BY THE FOUNDATION OFFICE</i></b></p> <p>Board Meeting Date:</p> <p>Action Taken:   <input type="checkbox"/> Approved            <input type="checkbox"/> Denied</p> <p>Amount Awarded: _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Signature of Executive Director _____ Date _____</p>
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