UCO Foundation
Top UCO Partners Program
Rationale and Request for Funding Information

UCO Funding Sources
As the third largest public institution of higher education in the state of Oklahoma, the University of Central Oklahoma has witnessed a considerable reduction over the past several years in the level of state funding available to higher education. Currently UCO receives only approximately 45% of its budget from the State of Oklahoma, which is a significant reduction from even five years ago. While the state has progressively provided less of our annual budget, our university student enrollment continues to grow and our administration creatively manages academic programs in order to meet student demand. We have stretched and maximized each dollar provided by state and tuition fees, but it is the financial contributions from individuals, corporations and foundations that bridge the gap between state funding, tuition and the cost of a quality UCO education.

Need for and Benefits of Undesignated Gifts
Accomplishing the mission of the University and transforming students for lives of leadership, character and service requires significant financial resources. Most donations made to UCO are graciously designated for specific programs or initiatives which help us meet anticipated programmatic needs and the goals of our strategic plan. Throughout each year, however, additional and unexpected needs arise. In order to best meet the diverse and changing needs of our existing and potential student body, our university president, deans and department chairs must often respond quickly.

Therefore, flexible funding is critical to our annual operations, and is best obtained through undesignated gifts from many donors. These flexible donations allow the University to respond to exciting opportunities, provide support for innovation campus wide, and help us enrich our position as a leader in the development of challenging and timely programs that inspire our students and bring new life into our classrooms, lecture halls, theatres and entire campus.

Top UCO Partners Program
The Top UCO Partners Program is designed to create an annual pool of undesignated funds that will meet the growing and often unanticipated (and unbudgeted) needs of our programs and students each year. The ultimate goal is to provide $100,000 in funding annually, and we are continually recruiting donors to participate in this program for a multi-year period.

The benefits of contributing to this program for donors are two-fold. Donors will receive special recognition by UCO and the UCO Foundation and enjoy other benefits, but perhaps the most rewarding benefit lies in becoming a change agent in the lives of thousands of students and future graduates who most often become part of our Oklahoma workforce. This partnership allows our students to identify with individuals and organizations that share the same philosophies and values of our university, and have a great affinity for its mission and leadership.

Application for Funds
Each undergraduate college is eligible to apply for funding through an application and review process. At the onset of each fiscal year, the UCO Foundation will notify deans and appropriate university personnel how much funding is available for that fiscal year. Should a donor be secured mid-year, an announcement of the additional funds will be sent to all deans and appropriate university personnel, and the additional funding will be added to the next fiscal year’s pool. The disbursement of these funds will reflect equity across programs and colleges over the years. In
addition, the UCO Foundation President and college deans will keep in mind the probability of needs emerging toward the end of each fiscal year, and therefore be careful not to approve disbursement of all available funds in the first part of each fiscal year.

**Application Criteria**

- **Student Travel**
  - Undergraduate or graduate student travel (national or international) to receive awards, present scholarly/creative activities, or perform when UCO students have been specifically invited. These invitations are extended as a result of or in recognition of quality specific to the UCO student(s) and cannot be simply an open invitation to attend.
  - The event should bring a positive image to UCO and the UCO Foundation.
  - No more than $1,000 will be reimbursed per student.

Funding will **not** be allocated for the following:

- Administrative Expenses
- Expenses which could be funded through course fees
- Ongoing needs that are/should be budgeted through the annual process

**Application Review Process**

Deans may apply for funding by completing the attached application form. The completed and signed form will then be forwarded at any time, directly to the UCO Foundation Executive Director. After the Foundation Executive Director and Academic Affairs have reviewed the proposal for consideration the dean will be notified of the approval status. If approved, representatives from undergraduate colleges should make financial payment/reimbursement arrangements with the UCO Foundation, and should coordinate publicity of funded projects with the Foundation.

**Requirements of Received Funding**

Because the donors to this program are providing funds in advance of an undetermined use, it is important that once funds are utilized we provide them an accurate report of the purpose and success of funded projects. As soon as possible after July 1 of each fiscal year, the University and Foundation will provide all Partners with an annual report of funded projects. This report will highlight the following information obtained from the Final Evaluation Form (also attached), which will be completed once the project is complete, and prior to the end of the fiscal year:

- Purpose of project and its need
- Number of students served
- Success of project
- Overall anticipated outcomes of project
College Name: __________________________ Contact Name: ____________________________

Campus Box: __________ Phone ext.:____________ Email: ____________________________

Title of Project:

Type of Funding Requested (Student travel; transformative experience): ________________

Amount of Funding Requested: ___________________

Date Funding Needed: _____________________

In the space provided, please describe the nature and timeline of the project, define its need, and detail how this meets the criteria of this program (please see “Rationale and Request for Information” sheet for details):

In the space below itemize a detailed budget for the use of these requested funds:

Please add any other important information concerning the project you wish to share with the review committee (you may attach succinct and relevant supportive documents to this application form):

________________________________________________________________________

Signature of College Dean    Date of Signature
UCO Foundation
Top UCO Partners Program
Final Evaluation Form
Please complete and send to UCO Foundation Executive Director Anne Holzberlein;
Evans Hall Room 102, Campus Box 133 or aholzberlein@uco.edu

College Name: ___________________________ Contact Name: __________________________
Campus Box: __________  Phone ext.:____________  Email: ____________________________
Title of Funded Project:    _______________________________________
Date of Funded Project:  _______________________________________
Amount of Funding Received: _______________________________________

In the space provided, please describe the purpose of this project and its need:

How many students did this project serve?

Please describe the overall success of this project.

Please detail overall anticipated outcomes of this project.

Please add any other important information concerning the project you wish to share with donors to this program (you may attach succinct and relevant supportive documents to this evaluation form):

_____________________________________  ________________________________________
Signature of College Dean    Date of Signature

Revised January 20, 2009