PROJECT FORM INSTRUCTIONS

Purpose: This form is designed to alert the Foundation of a project in your area that requires private, outside funding. We ask that all campus development officers and faculty/staff responsible for coordinating fundraising efforts in respective areas use this form to alert the Foundation of your project and needs.

Any UCO project that is $25,000 and above and is either capital or program related and may require University resources, must be approved by the Dean of the College or the Director of a non-college based unit and by the Provost, the Executive Vice President and the President before it can be presented to the Foundation for fundraising assistance.

Procedure: Once you have fully developed the project, its purpose, its funding sources, and its needs and identified the type of funding you are seeking, please complete the form with any attachments, and send directly to:

Anne Holzberlein  
Vice President for Development  
Executive Director, UCO Foundation  
aholzberlein@uco.edu  
CAMPUS MAIL Box 133  
Evans Hall, Room 102  
(405) 974-3833 – FAX  
(405) 974-2770

Budget: When formulating your budget, please note expected revenues and expenses of the project or program and break out operating and capital revenues and expenses, if applicable. Under revenues, please list all anticipated revenues from all sources (partial funding from UCO, foundation/private donor outright or matching gifts, etc.), and break down expense line items by category, i.e. programming, operations, and facilities & equipment. Foundations and corporations typically require this information as part of each proposal, and this breakdown will give the Foundation and University a better understanding of the project components and if multiple proposals for each project should be considered.

Questions: Should you have any questions about this form or how to develop this project information, please contact Anne Holzberlein in the Foundation office:

Anne Holzberlein  
Executive Director, UCO Foundation  
aholzberlein@uco.edu  
(405) 974-2770
PROJECT FORM

Project Name: ______________________________________________________________________

Officer Name: __________________   Project Contact Name & Title: ________________________

Phone: __________________ Phone: ___________________

Department: ____________ Department: _____________

Campus box: ____________ Campus box: _____________

Description of Project:

Type of Funding Requested (Event Sponsorship, Building/renovation, Capital campaigns, Emergency funds, Endowments, Equipment, Matching/challenge support, Professorships, Program development, Program evaluation, Seed Funding, Research, Scholarship funds, Conferences/Seminars, Land Acquisition):

Project Budget (can submit as additional sheet if necessary):

Date funding needed: ______________________________

Potential leads on sources of funding, if applicable:

____________________________________ __________________

Signature of Development Officer   Date of Signature

____________________________________

President’s Signature   Provost’s Signature

____________________________________

Executive Vice President’s Signature   Dean or Director’s Signature