

Guidelines for Faculty and Administrators Seeking Foundation Funding

Foundation support is an important dimension of the Seminary's capacity to fulfill its mission. The Seminary Relations Office conducts research and processes all proposal submissions for support for the Seminary itself and for its larger projects. In addition, any member of the faculty or administration can initiate projects that may be appropriate for submission to a foundation. The Seminary Relations Office adheres to guidelines (attached) that have been established for project selection to insure that such applications support the mission and strategic plan of the Seminary.

Step One, Approvals:

In accordance with departmental policy, a faculty or administrative member is required to gain preliminary approval for a project from the department chairperson, the Dean of Academic Affairs and the President.

Step Two, Informing Seminary Relations:

With approvals secured, applicants are to submit a brief, very broad description of the proposal under consideration (one page or less), along with an estimated total cost of the project and the financial support needed. Please submit to the Foundation Relations Officer, who will review the application with the Vice President for Seminary Relations.

Criteria: Seminary Relations will carefully review the project to determine that:

- the project supports the mission of the Seminary;
- the project concept is a good match with institutional priorities;
- institutional funding is available to meet project expenses, if projected costs are in excess of the request to the foundation(s);
- the project does not compete with projects already under development or submitted to a prospective funder (in the event the applicant has already identified a foundation he/she wishes to approach).

Step Three, Proposal Development:

Working with the Foundations Officer –

- With the necessary approvals secured, the applicant and Foundation Relations Officer will determine the most appropriate foundation(s) to approach for funding, unless one has already been selected.
- Foundation guidelines will be reviewed in detail, agreeing on which requirements for proposal submission will be completed by the applicant and which by the Foundation Relations Officer. A timetable will be established to insure compliance with all deadlines.
- Proposal narratives and budgets are to be drafted by the applicant. The Foundation Relations Officer will provide assistance as a narrative editor, if desired, and will review and present the budget to the Business Office for revision and/or approval.

Step Four, Finalizing Proposal Submission:

Proposals are submitted over the signature of the Seminary President. The Foundation Relations Officer will be responsible for the following steps:

- Write a cover letter for the President's signature, to accompany the proposal;
- "Package" the finished proposal, ensuring that it is complete and that foundation guidelines are met, all attachments are included, any requirements for signatures of approval are

secured, narrative portions are properly formatted, typographical errors are corrected, budget line items and totals are accurate, etc.

- Prepare copies of the proposal, complete as submitted, for the applicant, Seminary Relations files, Business Office and others identified as requiring such records.
- Arrange timely delivery of the proposal to the foundation(s).

Step Five, Procedures after Foundation Action:

- The office/individual receiving notification by the Foundation(s) of approval or denial of a funding request will immediately communicate the decision to all appropriate others.
- Award letters/contracts and all funds received from a foundation, whether incremental or in the total amount, must be processed first in the Seminary Relations Office and will then be forwarded to the Business Office.
- When an award letter/contract is received, the Foundation Relations Officer will coordinate acknowledgements from the appropriate individuals and offices.
- The grant recipient, Foundation Relations Officer and Business Office are to have complete copies of award agreements/contracts and will monitor the requirements for interim/final reports – both narrative and financial.
- Narrative reports are to be written by the project leader; however, the Foundation Relations Officer may provide editorial assistance and is to retain copies of all narrative reports submitted.
- Financial reports are the responsibility of the project leader. The project leader is also responsible to remind the Business Office of “due dates” with sufficient lead time so that the report can be compiled in the appropriate format. The Foundation Relations Officer is to retain copies of all financial reports submitted.
- As in proposal submission, the Foundation Relations Officer will “package” reports for submission and arrange for their timely delivery to the foundation(s).
- At the conclusion of an award, the Foundation Relations Officer will again coordinate acknowledgements and recognitions from appropriate individuals and offices, as appropriate.

06/30/08

Guidelines for the Seminary Relations Office

In order to provide the best support for the Seminary and for grant applicants, the Seminary Relations office seeks to fulfill the following guidelines:

- Priority is given to development of those projects and programs that fulfill the mission of Princeton Theological Seminary, are consistent with the strategic plan and ensure the maximum potential support.
- With prior approval secured from appropriate department and Seminary officers, faculty or administrators who wish to apply for foundation awards will coordinate with the Foundation Relations Officer in the development of proposals for programs and projects that fit within the context of institutional priorities. The Foundation Relations Officer may apply his/her time, upon receiving the approval of the Vice President for Seminary Relations.
- All Seminary applications to foundations will be presented as persuasively and appropriately as possible, after determining that Seminary projects are not placed in conflict or competition with each other.
- The Seminary Relations Office will ensure that Princeton Theological Seminary fulfills its stewardship responsibilities by meeting all reporting requirements in a timely manner.
- The Seminary Relations Office will seek to maintain enduring positive relationships between foundations and the Seminary.

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