UMSL

FORM PROP-001

# FUNDRAISING PROJECT PROPOSAL

In a spirit of collaboration and mutual assistance, this form is a starting point for UMSL projects requiring support from the Division of University Advancement. Its prescribed circulation and completion will assist greatly with planning and allocation of personnel and resources.

Date: _____

Department/Unit: _____

Your name, title and contact information:

_____

_____

Project Type: ☐Capital/Building ☐Endowment ☐Operating

General description of the project and the needs it will help to meet. Please attach supporting documents.

_____

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_____

Project Timeline (please include planning and organization, preparation of project related documents, fundraising period, and construction and occupancy or other funds use).

_____

_____

_____

Budget (please attach a line item budget)

- University funds committed $_____
- State of Missouri matching funds anticipated $_____
- Fundraising through university advancement $_____
- Other; please explain_____ $_____
- Total project cost $_____

Vice Chancellor, University Advancement's initial review and recommendations.

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After the Vice Chancellor, University Advancement has made an initial review and recommendations, the following are asked to review the proposal and indicate approval or rejection and initial and date. Please attach comments on a separate sheet if desired.

- Dean/Director_____
- Provost_____
- Vice Chancellor, Managerial and Technological Services_____

Please return to the Vice Chancellor, University Advancement

For questions please contact the Sr. Director of University Campaigns and Development Administration, Mark Berlyn, at x6515 or berlynm@umsl.edu.