

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Solicitation of External Funds (merged Approval to Solicit and Proposal Preparation)****EFFECTIVE DATE: March 1, 2004; Revised May 3, 2005; Revised January 22, 2024****Purpose**

The purpose of this policy is to memorialize the process for soliciting external funds to support Southwest Tennessee Community College (“Southwest” or “the College”).

Policy

This policy serves to ensure that solicitation of external funds will be coordinated from the perspective of the College as a whole so that all fund-raising activities support the College’s mission and priorities. The goal is to maximize monetary and non-monetary support for Southwest. This policy relates to the solicitation of funds from both private and governmental sources.

The College’s President has ultimate control of all Southwest fund-raising activities. To assist with fund-raising, the President designates the Associate Vice President of Institutional Advancement and Research Development as the employee responsible for the implementation of all fund-raising policies and procedures. There shall be no exceptions to this policy unless approved by the President.

I. Solicitation Defined

This policy applies to plans to request funding from external sources other than requests to the State of Tennessee via the College’s budget submitted annually to the Tennessee Board of Regents (TBR) and the Tennessee Higher Education Commission. It also excludes other non-competitive entitlement awards to the College, such as Federal Financial Aid from the U. S. Department of Education.

Solicitations covered by this policy include, but are not limited to:

1. Proposals to be submitted in response to funding availability notices from federal, state, or local governments;
2. Proposals to be submitted to private or quasi-private foundations;
3. Proposals to be submitted to businesses or corporations (including corporate foundations); and
4. Requests to be made to individuals for private donations.

This policy also applies to requests for cash, in-kind contributions, and deferred giving via wills and bequests. All Southwest employees must receive written authority to solicit external funds from an external funding source prior to making the request for funds. Authority to do so may be given in writing

This policy merges two previous policies into one. A previous policy was Approval to Solicit External Funds, 4:01:04:01/29 (created March 1, 2004; Revised May 3, 2005). The other one was Proposal Preparation for External Funding Requests, 4:01:04:02/30 (created March 1, 2004; Revised May 3, 2005). Policy number 4:01:04:01/29 was retained for the joint policy.

by the President or by the AVP of Institutional Advancement and Resource Development as the President's designee for this purpose.

II. Solicitation of External Funds

To assist employees in the early stages of soliciting funding for projects, and to avoid multiple contacts to the same potential donor, the AVP of Institutional Advancement and Resource Development must approve all plans for proposal development and donor solicitations. Approval must be secured in writing prior to making the funding request. Approval may be accomplished via email or with an executed document.

III. Assistance with Preparation of Solicitation

Requests for assistance with planning, research of potential funding sources for a project, and proposal preparation assistance may be submitted to the AVP of Institutional Advancement and Research Development. Assistance will be provided, if time and resources are available to do so. Requests will be prioritized based on the degree to which the project supports the College's mission and priorities, and the degree to which the proposal shows a good probability for success. Assistance with private donor solicitations will also be coordinated through the AVP of Institutional Development and Resource Development.

IV. Submission of Proposals for Grant Funding

All Southwest written proposals for grant funding must be forwarded to the Grants Office for review and approval at least ten (10) business days prior to the required submission date. The Grants Office will review the proposal for style, form, and compliance with specific proposal preparation guidelines. Grants Office personnel will discuss necessary revisions with the person who submitted the proposal. The proposal will then be submitted for administrative and fiscal reviews prior to submission to the President.


V. Acceptance of Grant Awards

The Grants Office must be notified immediately upon receipt of a grant award. All awards received from external sources will be reviewed by administrative and fiscal designees before they are recommended to the President for acceptance.

Responsible

Source of Policy: Institutional Advancement Administrator: AVP of Inst Adv & Resource Dev.

Related Policy: 1:01:04:00/16; 1:01:04:03/31 TBR Policy Reference: 4.01.00.01
4.01.04.00; 4.01.07.02

Approved:  Date: January 22, 2024
President