

Request for Solicitation Approval

Please e-mail this form to: Karen Nippert, V. P. for Institutional Advancement (knippert); Frances Bullock (fbullock); Rose Landey (rlandey); your senior staff representative; and your immediate supervisor

1. Name of Person Submitting this Request: _____
2. E-mail address: _____
3. Phone: _____
4. Job Title: _____
5. Department: _____
6. Immediate Supervisor's signature: _____
7. Division Head's signature: (if other than above) _____
8. All proposals must be reviewed by the Foundation Office prior to submission. Do you need additional assistance with proposal preparation? Yes: No

If so, please specify below:

9. Working title of the project and brief description of the project:

10. What need, problem, or issue does your project address?

11. Describe your project's relevance to the college's mission, goals, and/or objectives

(http://www.southwest.tn.edu/mission_statement.htm)

12. Does your project require additional space? Yes No If Yes, please describe:

13. Does your project require collaboration with others? Yes No
If Yes, with whom will you collaborate?

14. Please complete the section below if you have identified a potential funder/donor:

- a. Funder/Donor: _____
- b. Maximum Grant Award (for funders): \$ _____
- c. Amount to be requested (for donors): \$ _____
- d. Application Due Date (for funders): _____
- e. Does the funder/donor require a funding match? no
- f. If so, are in-kind donations acceptable as a funding match? Yes No
- g. Describe your prior association with the funder/donor, if any: _____

Karen F. Nippert, Date Approved Yes No

Note: This Request for Solicitation Approval must be approved by Vice President Karen Nippert before a proposal is submitted on behalf of the college. See Southwest Policy No: 4-01-04-01-29:

http://internal.southwest.tn.edu/policy_manual/section4/4-01-04-01-29.pdf