

REQUESTS FOR FUNDING FROM PRIVATE FOUNDATIONS AND CORPORATIONS

Purpose and Scope

To outline administrative procedures governing requests for nongovernmental funding to support programs within the district.

The district encourages school and program staff to seek funds from nongovernmental sources, including foundations and corporations. Funds should be requested for projects that support the district's goals and make effective use of private funds to supplement public funding. In the interest of good communication with funding sources and increasing the probability that specific projects will be funded, a coordinated approach to funding sources is recommended.

Definitions

1. **Foundation:** A nonprofit organization that provides funds, usually in the form of grants, for specific purposes or projects.
2. **Corporation:** A privately owned business that may donate funds to nonprofit organizations for specific purposes or projects.
3. **Proposal:** A written request for funds and/or assistance. Many foundations and corporations require that a proposal follow specified format and include specific information.

Responsibilities

1. District staff members may identify projects for funding, and contact foundations and/or corporations for funding guidelines.
2. Principal/program administrator approves project within his/her school or department, and obtains appropriate Area Superintendent or branch head approval before proposal is submitted to funding source. Notifies central office department responsible for grants of proposal submittal.
3. Central office department responsible for grants may provide information and limited assistance to staff wishing to submit proposals and assist with board approval and budget process if projects are funded.

Implementation

1. Individual staff members wishing to submit a proposal to a foundation or corporation should request guidelines to determine that the request is within that organization's scope of interest and funding limitations.
2. Individual staff members wishing to submit a request for funding contact site principal/program administrator to develop the scope and rationale of the request.

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3. Principal/program administrator obtains appropriate Area Superintendent or branch head approval before proposal is submitted to funding source. Notifies central office department responsible for grants of proposal submittal.
4. If proposal is funded, principal/program administrator contacts central office department responsible for grants for assistance in obtaining approval by the Board of Education for acceptance of funds and in developing district budget allocations.

Regulation
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SAN DIEGO UNIFIED SCHOOL DISTRICT
San Diego, California