



Minnesota  
STATE COLLEGES  
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OFFICE OF THE CHANCELLOR

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## MEMORANDUM

**Date:** June 1, 2007

**To:** Office of the Chancellor Staff

**From:** Laura M. King, Vice Chancellor - Chief Financial Officer  
Catherine McGlinch, Executive Director,  
Minnesota State Colleges and Universities Foundation

**Subject:** Grant Proposals and Funding Approvals

The Finance and Development Divisions, in consultation with Academic and Student Affairs and Government Relations, have improved the grant proposal and approval process for solicitation and acceptance of external private funding and additional public funding. Our goals were to identify a new process that:

- increases the quantity of strategic donor cultivation
- improves the quality of strategic donor cultivation
- increases internal coordination and oversight
- improves compliance; and
- improves accountability.

The goals were achieved and the result is comprehensive and easy to use.

The new process has two highlights worth noting. First, all requests for external private and public funding must be coordinated with the Minnesota State Colleges and Universities Foundation prior to submission of a grant or funding application. Second, all requests for private, i.e. foundation and corporate, funding must be made by the Foundation, not a division or unit within the Office of the Chancellor.

**Effective Monday, June 4, all requests for external private and additional public funding support must follow the new process which is outlined below.** Please review it carefully and contact Maria McLemore-Sklar, Director of Foundations and Corporate Relations at 651.297.4972 if you have any questions. The documents identified are attached and immediately available by contacting the Development Division and will be available soon on the Development and Finance Divisions' websites.

Attachments (4)

### Grant Proposal and Funding Request Approval Process

1. Program/Project Manager (prior to submission of a grant or funding application to a potential external funder).
  - a. complete top half of "Grant Proposal and Funding Request Approval" form (*Part I* sections titled "Title" through "Potential Grants")
  - b. sign and date section titled "Funding Approval Request"
  - c. if external funding will benefit or require resources from campus, obtain approval signatures from department chair and/or Dean in section titled "College/University Approval"
  - d. submit form to Director of Foundations and Corporate Relations in Development Office
2. Director of Foundations and Corporate Relations.
  - a. consult with Program/Project Manager
    - i. if request declined, return with written explanation to Program/Project Manager
    - ii. if request approved, submit to Executive Director of MnSCU Foundation for review and approval signature; return to Program/Project Manager
3. Program/Project Manager.
  - a. route Approval form for review and approval signatures or declinations to:
    - i. Associate Vice Chancellor or Executive Director, i.e. the individual who directly or indirectly supervises the activities of the Program/Project Manager; and
    - ii. Cabinet Officer **or** Delegated Designee, i.e. Senior Vice Chancellor or other cabinet member with responsibility for the Program/Project Manager activities **or** the cabinet member's designee who has signing authority identified in the designee's Delegation of Authority letter; and
    - iii. Vice Chancellor-Chief Financial Officer
4. Following approval by Vice Chancellor-CFO and if potential external funding source is private, i.e. foundation or corporation.
  - a. Program/Project Manager identifies specific potential funder(s), with assistance from Development Director if requested
  - b. Development Director completes funding application(s), with assistance from Program/Project Manager when required
  - c. Development Director, on behalf of MnSCU Foundation, submits funding application(s)
  - d. Development Director manages funding application process, completing *Part II Checklist* of "Grant Proposal and Funding Request Approval" form to document progress and completion of funding
5. Following approval by Vice Chancellor-CFO and if potential external funding source is public:
  - a. Program/Project Manager identifies specific potential funder(s), with assistance from Development Director if requested
  - b. Program/Project Manager completes funding application(s)
  - c. Program/Project Manager, on behalf of MnSCU, submits funding application(s)
  - d. Program/Project Manager manages funding application process, completing *Part II Checklist* of "Grant Proposal and Funding Request Approval" form to document progress and completion of funding