



Requesting Unrestricted and Unbudgeted UMW Foundation Funds University of Mary Washington Foundation

Requests for funds from all University staff, students or affiliated organizations:

All requests for unrestricted and unbudgeted Foundation funding made by University staff, students or affiliated organizations must be submitted in writing to the Chief Executive Officer of the UMW Foundation through the President's Office.

Protocol is as follows: Funding requests should be presented in writing to the employee's supervisor. The supervisor will review the request and, if acceptable to the supervisor, forward the request to the Vice President in charge of that specific area, or to the Provost in cases of faculty or academic requests. Students should forward requests to the Vice President for Student Affairs. Affiliated organizations should submit written requests to the Vice President overseeing that area. The individual will review the requests and approve if appropriate.

Vice Presidents and the Provost who approve of a written request for funding should submit the request to the Executive Vice President who will review all sources of funding (state and private) and make a recommendation to the President if funding should be requested from the UMW Foundation for the requested purpose. If the President then determines to request the funding from the UMW Foundation, a written request will be submitted by the President to the Chief Executive Officer of the Foundation.

Requests for funding for the following fiscal year should be received by the Foundation no later than January 15th. The normal budget cycle for the UMW Foundation involves committee review January 15 – March 15 with budgets approved by the Foundation's Board of Directors at the spring meeting, typically held in April.

Requests for funds from all non-University constituents:

The mission of the UMW Foundation is to support the programmatic needs and aspirations of the University of Mary Washington. Requests for funding from non-University constituents will not be considered.

Nanlou Sauder, Rector
University of Mary Washington

Judy G. Hample, President
University of Mary Washington

Kathy S. Mehfood
Chairman, UMW