

# FUNDRAISING, GRANTS, & DONATIONS

## REQUEST APPROVAL INFORMATION

**In accordance with SouthWest Metro Intermediate District School Board Policy 511: Fundraising, all fundraising projects and grant applications must have prior approval of the immediate supervisor of the program, the Executive Director of Finance, and Superintendent before the project proceeds.**

Identify the program making the request and the staff member that intends to be the contact or lead for the project. Describe in detail the project or goal that the request will fund.

Ensure that the pursuit is aligned with SouthWest Metro's Mission & Vision. Pursue one of the fundraising avenues to achieve the project only after other resources such as program budget requisitions have been exhausted.

Identify whether desired monies will be raised through:

### FUNDRAISING

This includes sale of items (bake sales, raffles), sale of admission to an event (marathons, parties), and crowdfunding (GoFundMe, Facebook Donations).

Any crowdfunding pages are to be initiated and set up by the District Office to maintain SWMetro branding and provide the Finance Department with proper access to funds. Crowdfunding is typically not tax deductible on behalf of the donor, and the hosting site is usually for-profit and takes a large portion of funds received.

### GRANTS

Do not fill out the application until the request has been approved. Attach a copy of the grant for consideration.

Please note if SouthWest Metro will be responsible for matching the amount of the grant for the project.

### DONATIONS

This is a request to solicit donations from a specific business, organization, or individual. Do not approach the entity without approval of this form. This is to avoid redundant requests from staff members to the same place.

Identify if you are requesting a specific amount of money or materials specific to your project, such as craft supplies. Provide an estimate of what the requested materials would be worth.

If soliciting multiple entities, attach an additional sheet with the requested information for each.

Upon completion, submit this form to the Program Supervisor for approval and submission to the District Office.

The Executive Director of Finance will return this form to the staff representative upon approval.

Upon receipt of a donation, it must be approved by the SouthWest Metro School Board. A formal Donation Receipt will be sent to the organization or individual from the District Office.

Please contact **David VanHorn, Executive Director of Teaching & Learning** with any questions  
dvanhorn@swmetro.k12.mn.us | (952) 567-8105

# FUNDRAISING, GRANTS, & DONATIONS REQUEST APPROVAL FORM

<hr/> <i>Program making request</i>	<hr/> <i>Staff member representative</i>
Describe in detail the goal that the request will fund.	

**FUNDRAISING PROJECT**

What is your monetary goal? \_\_\_\_\_

What is the project and how will it be operated?

This will be through a crowdfunding website \_\_\_\_\_

Who will be involved?

When will the project take place? \_\_\_\_\_

Please provide a detailed list of any items to be sold in exchange for money.

**GRANT APPLICATION**

Organization offering grant \_\_\_\_\_

Due date for grant \_\_\_\_\_

Grant Amount \_\_\_\_\_

Would we be responsible for matching the amount of the grant request?  Yes  No

I have attached a blank copy of the grant *(Do not complete the grant without approval)*

Purpose for grant:

**DONATION REQUEST**

Business or Organization you are requesting a donation from: \_\_\_\_\_

Materials (please list materials anticipated) \_\_\_\_\_

Monetary How much? \_\_\_\_\_

\_\_\_\_\_  
*Supervising Administrator Approval*      \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Executive Director of Business Services*      \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Executive Director of Teaching & Learning*      \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Superintendent*      \_\_\_\_\_  
*Date*