



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2380

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CATEGORY: **Fiscal Management**

EFFECTIVE: **12-6-89**

SUBJECT: **Requests for Funding From Private Foundations and Corporations**

REVISED: **4-29-05**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing requests for nongovernmental funding to support programs within the district. The process outlined in this procedure *does not apply* to the relationship between schools and their partner organizations through the district’s Partnerships in Education program.

2. **Related Procedures:**

Grants/projects supported by outside funding sources	1320
Partnerships in Education	9610

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-3000, D-5000.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of Resource Development, Financial Operations Division, Office of School Site Support.

2. 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 established.

3. **Definitions**

a. **Foundation.** A nonprofit organization that provides funds, usually in the form of grants, for specific purposes or projects.

b. **Corporation.** A privately-owned business that may donate funds to nonprofit organizations for specific purposes or projects.

- c. **Proposal.** A written request for funds and/or assistance. Many foundations and corporations require that a proposal follow specified format and include specific information.
4. **Responsibilities**
- a. District staff members (administrative, certificated, or classified) originate projects for funding; contact the Office of Resource Development for assistance; and contact foundations and/or corporations for guidelines.
 - b. Principal/program administrator originate project for funding, approve project within his/her unit before proposal is submitted to funding source, and submit proposal to appropriate instructional leader for approval. Make sure that one copy of proposal is sent to the Office of Resource Development for filing.
 - c. Instructional leader review and approve proposal before its submission to funding source.
 - d. Office of Resource Development provide information and limited assistance to staff wishing to submit proposals. Maintain file of proposals, assist with board approval and budget process if projects are funded.

D. IMPLEMENTATION

- 1. Individual staff members wishing to submit a request for funding from a foundation or corporation request guidelines from the funding source to assure 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 agreement concerning the scope and rationale of the request.
- 3. Principal/program administrator contacts the Office of Resource Development to obtain information about the proposed funding source.
- 4. Office of Resource Development Project Manager reviews proposal with appropriate district staff to obtain information concerning the funding source; determines whether the request is appropriate with regard to priorities of the foundation and district and with other projects directed to the foundation. Office of Resource Development may also provide limited assistance in designing and writing the request.

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5. Principal/program administrator sends one copy of proposal, when submitted, to the Office of Resource Development, who will maintain a file of such proposals.
6. If proposal is funded, site/program administrator contacts the Office of Resource Development for assistance in submitting project for approval by the Board of Education and in developing district budget allocations.
7. If proposal is not funded, site/program administrator sends copy of communication from foundation/corporation to the Office of Resource Development for inclusion in file of program applications.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

1. An annual report listing the proposals submitted to each foundation and corporation and the dollar amount of proposals funded shall be submitted to the superintendent's Executive Committee and the Board of Education for information.

G. APPROVED BY

Kerry B. Flanagan

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For the Superintendent of Public Education