

## Administration – Strategic Funding Request

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<b>Approved By</b>	Chris Myers, Chair				
<b>Person(s) Responsible for Implementation</b>	Robin Elliott, Finance Manager				
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### Purpose

The Strategic Funding Request is a method that all members of the ECEE department can use to request funding to assist in moving forward strategic initiatives within the department.

### Tools Needed

- Strategic Planning Form
- E-mail

### Frequency

Forms can be completed on an ad hoc basis. The review process will be conducted at least three times per year by the Strategic Planning Committee and will be forwarded to the Executive Committee after those reviews. Ad hoc requests can be reviewed out of the cycle if the request is time constrained.

### Process

- I. Request Funding
  - A. Any member of the department can request funding. Any person in the department can make any number of funding requests in any period. There is no published limit to funding requests; however, there may be practical limitations for funding.
  - B. Complete the Strategic Funding Request
    1. The requestor can be one person or a group. Please select one person to receive e-mails on behalf of the group for communication purposes.
    2. Funding period
      - a) One Time – funds that are distributed only once
      - b) Multi-Year – funds that are distributed over many years but have an end date
      - c) Continuing – there is no known end date to the funding
    3. Total funding needed – if the funding is one time, or a total amount known enter it here

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4. If multi-year or continuing funding enter the annual amount.
  5. Please describe the request. If the description exceeds about 2 paragraphs, please send a separate sheet.
  6. Select as many strategic initiatives as apply to this request.
  7. Please describe how this request furthers the strategic initiatives selected. If this description exceeds about 2 paragraphs, please send a separate sheet. This sheet can have both additional descriptions if the space was needed for both.
  - C. Save the file with a new name and send it to the current Finance Manager.
- II. Initial Review
- A. The funding request will be reviewed for completeness and the total dollar value requested by the Finance Manager.
  - B. Finance Manager determines who needs to complete the next review step and updates the request form appropriately.
  - C. If the request will also impact a space request, a copy is sent to the Space Working Group.
- III. Funding Determination
- A. If the total funding request is less than \$1,000 the Finance Manager reviews and makes a determination.
    1. The requestor is notified of the decision.
    2. If it is funded, the method is determined and the requestor is notified of the SpeedType to use.
    3. The Funding Request is completed and filed for future reference.
  - B. If the funding request is between \$1,000 and \$10,000 it will be forwarded to the Department Chair for review and determination.
    1. Department Chair will make a decision.
    2. If funded, the Finance Manager will work with the requestor to get the funds to them.
    3. The Funding Request is completed and filed for future reference.
  - C. If the funding request is more than \$10,000 it is given to the Strategic Planning Committee for review.
    1. The Strategic Planning committee will review all funding requests received that have not yet been through the process or have been held at a meeting determined by the committee.
    2. All requests will be rated and ranked. The ranking is based on the total number of requests received, e.g 1 of 7.
    3. All ratings, rankings, and recommendations will be marked on the request forms.
    4. All completed forms are sent to the Executive Committee for an additional review.
    5. All requests will be rated and ranked. The ranking is based on the total number of requests received, e.g. 1 of 7.
    6. All requests that are recommended for funding are sent to the Chair and Finance Manager for funding reviews. This review includes the determination of funding availability and source.

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- a) If funding is approved, the requestor is notified and the funding mechanism is determined.
  - b) If funding at a later date is approved, or funds need to be raised, requestor is notified and Request is filed for review at the date determined.
  - c) Requestor is notified if funding is not going to be provided to this request.
- 7. Request form is completed and filed.
  - 8. If the request is time limited, it goes through the same process; however, it does not need to wait for the regular committee meeting set aside for the review.

### **Document Storage**

All completed documents will be stored in the MS Teams ECEE-SD-EXCHANGE folder structure in the Strategic Funding Requests folder. They will be further sorted by current process step.