



## **Funding Request Guidelines**

The Oxnard College Foundation is a 501(c)(3) non-profit organization which exists to support Oxnard College and its students. This guide is to provide direction for those submitting requests to the Foundation for funding consideration. Below is the process.

### **Alignment with Mission**

The Oxnard College Foundation Board of Directors considers funding requests which meet the Foundation's mission.

The mission of the Oxnard College Foundation is to provide support to campus development, student scholarships, educational programs, and other college needs in order to promote the progressive and continuing advancement of Oxnard College, to further educational excellence and enable the college to serve as an exemplary multi-cultural community resource.

### **Application Process**

To be considered for funding, the completed Funding Request Form will be presented at an Oxnard College Foundation Full Board meeting. To do so, it must be approved in the following manner.

1. Present a printed version of the completed Funding Request Form to the Oxnard College Foundation Executive Director to ensure that the funds requested are consistent with Oxnard College Foundation's mission and the form is complete.
2. The application will be reviewed at the next routinely scheduled Oxnard College Finance Committee Meeting. The meeting will take place two weeks before the Full Board Meeting.
3. If recommended by the Finance Committee, the application will be reviewed at the next scheduled Oxnard College Executive Committee Meeting. The meeting will take place one week before the Full Board Meeting.
4. If recommended by the Executive Committee, the application will be added as an Action Item on the next Full Board Meeting. It is encouraged that the author of the funding request attend the board meeting where the request is being considered.

The dates of all Oxnard College Foundation meetings are posted at [www.OxnardCollegeFoundation.org](http://www.OxnardCollegeFoundation.org). Full Board meetings take place on a quarterly basis.

Questions?

Contact Pete Parker ([pparker@oxnardcollegefoundation.org](mailto:pparker@oxnardcollegefoundation.org)) regarding any funding matter.



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## **FUNDING REQUEST FORM**

The funding request must be an agenda item on the Oxnard College Foundation Full Board meeting to be considered. Please follow the process described on the Funding Request Guideline. If the request is for an event, please submit at least 60 days in advance of the event. Please add any collateral material.

**Date:**

**Name of Submitter:**

**Title:**

**Organization/Department:**

**Work Phone:**

**Cell Phone:**

**Email:**

**Names of other involved Organization/Department members:**

**What the process used to submit this request?**

### **Funding Description**

**Amount Requested:**

**Total Project/Event Cost:**

**Describe the Project/Event and share how it is aligned with the OCF mission.**

**Has the OCF previously funded this Project/Event? If so, when and what amount?**

**Provide a Project/Event budget**

**Soliciting funds from other sources?**

**If Yes, how much will you be seeking?**

**Which other sources  
are you seeking?**

**Date the funds needed?**



# FUNDING REQUEST FORM

Whom does the project benefit?

What is the anticipated benefit of the Project/Event?

How will you acknowledge and promote the Oxnard College Foundation?

*Please submit a final report 30 days after completion of the project/event.*

## Required Authorizations and Approvals

Signature of Submitter

Date

Signature of Dean/Supervisor

Date

Signature of President

Date

**OCF Finance Committee**

**OCF Executive Committee**

**OCF Board of Directors**

Date of Action Item: \_\_\_\_\_

Date of Action Item: \_\_\_\_\_

Date of Action Item: \_\_\_\_\_

\_\_\_ Approved    \_\_\_ Denied

\_\_\_ Approved    \_\_\_ Denied

\_\_\_ Approved    \_\_\_ Denied

Amount Recommended: \$ \_\_\_\_\_

Amount Recommended: \$ \_\_\_\_\_

Amount Approved: \$ \_\_\_\_\_