**NMHU Foundation Funding Request Process**

The New Mexico Highlands University Foundation welcomes requests for foundation funds from staff, faculty, and organizations across the NMHU campus and centers. In order to best align available funding with the University’s Strategic Plan, a process has been established for requesting funding from the Foundation. This process applies to anyone seeking funding, except:

* Departments, faculty members, staff, or others requesting funds be disbursed from a designated grant fund;
* Department chairs requesting disbursement of funds from a restricted fund designated for their department;
* Requests originating with the President; or,
* Scholarship funding administered by the Office of Financial Aid.

All others should complete the attached form to request funds. In order to fully consider requests, they should be received by the Foundation prior to one of three deadlines annually:

* March 1
* July 1
* November 1

The date funding is needed should be no sooner than thirty (30) days following the applicable deadline date.

Requests for funding of less than $5,000 should ordinarily be directed to the requesting party’s department for funding through regular budget sources before being directed to the Foundation. The maximum that can be requested is $100,000. Requests should be made annually; multi-year requests may be considered with the approval of the Vice President of Advancement, but may not exceed $100,000 in total for all years in which funding is requested.

The Foundation works with the Office of the President, and, where appropriate, with the Vice President of Academic Affairs, to prioritize and evaluate requests received.

Decisions of the Foundation are final. Requests that are not funded through this process can be resubmitted at the next deadline.

Questions should be sent to the Vice President of Advancement, Theresa M. Law, at x3198 or [tlaw@nmhu.edu](mailto:tlaw@nmhu.edu).

NMHU Foundation Funding Request

Instructions: Please complete all questions. A project or program budget must be attached, including other sources of funding secured or anticipated. All required signatures must be completed before submission to the Foundation. Requests can be submitted to the Foundation Offices in Kennedy Alumni Hall, or electronically to the Vice President of Advancement, Theresa Law, at tlaw@nmhu.edu.

Brief description of project or program funding is requested for, including relationship to NMHU strategic plan and anticipated outcomes:

Amount of Foundation funding requested:

Description of use of Foundation funds for this project or program:

Is this a new or ongoing project/program?

Please describe sustainability plans if applicable for continuation of the program without Foundation funds:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VP, Academic Affairs (for faculty requesters)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Supervisor (for staff requesters)