

## Office of Advancement - Fundraising Basics

Faculty and administrators are encouraged to seek external financial support for teaching, research, service, facilities and equipment, and budget relief. At Saint Peter's, the Institutional Relations Department within the Office of Advancement directs all private-source, state, county and municipal fundraising activity, including grant or gift solicitation, acceptance and receipting.

1. **Why seek funding?** Fundraising supports unbudgeted initiatives, programs and research. It can also bring professional and academic recognition, attract monetary support and expand capacity.
2. **Clearly define the stated need.** Successful projects are well reasoned, budget forward and aligned closely with funder priorities. All projects should align with the University Strategic Plan as well. In many cases, applicants may have already identified a potential funder. If there is none in mind, Institutional Relations can help to identify potential funding sources. The Office of Faculty Research and Sponsored Programs assists with locating, writing and processing federal grants.
3. **Corporate Partnerships.** Many areas work with corporate partners academically and professionally. Please remember that these are University relationships, not owned by a particular unit. To move these partnerships forward, it is essential to build in a feedback loop with Institutional Relations.
4. **Corporate Giving.** Corporate funding can be either restricted to a certain program or unrestricted for general use. In every case, Institutional Relations must first approve all fundraising activities of any sort for corporate partners and will assist in the solicitation process.
5. **Grants.** Grants are binding exchange contracts between the funder, any outside partner and the University. Typically restricted and time bound, grants require proper vetting and authorization.
6. **Grant Intent Form.** Applicants must complete a grant intent form requesting a concept, budget and indicating any needed University resources. The form requires several levels of approval including the Department Chair, Dean or Division Head, and Provost. The Office of Advancement must also provide clearance to proceed. (See attached the *Advancement Grant Intent Form*.)
7. **Grant Writing.** Institutional Relations will assist with grant writing and budget preparation. The Accounting Office will review all proposed budgets. Institutional Relations will submit all approved grant applications directly to the funder unless otherwise required and/or authorized in writing.
8. **Grant Management.** If awarded, the Accounting Office will set up or select appropriate cost centers to house grant funds. As a contract, grants must be spent according to the approved budget within the specified time period. Any deviations must be negotiated directly with the funder, in advance, by Institutional Relations especially as grant funds are subject to audit.
9. **Grant Renewals.** Grant Intent Forms must be re-approved annually to ensure that initiatives remain current and aligned with University priorities.

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