

PROPOSAL PROCESS CHECKLIST

The following checklist is provided to walk you through the process of seeking private funding at MSCD. Please refer to Metro State's guide on How to Seek Private Funding for additional information. Call the Office of Development at 303 556-8424 if you have questions.

PROPOSAL PLANNING

- _____ Discuss and clarify project with all participants
- _____ Identify and evaluate potential funder(s)
- _____ Review RFP/application/guidelines from funding agency
- _____ Contact Director of Development for funder approval and assignment

PROPOSAL PREPARATION AND TRANSMITTAL

- _____ Review sample proposals, how-to-resources, and other available materials to assist in writing proposal
- _____ Discuss any proposal or budget issues, concerns, or questions with the Director of Development
- _____ Prepare proposal summary and budget detail
- _____ Begin routing **Proposal Transmittal Form** with budget and program summary
 - Obtain all required signatures
 - Obtain conditional signatures as needed
- _____ Submit Proposal Transmittal Form to the Office of Development at least **SEVEN** days prior to submission date
- _____ Prepare draft of proposal
- _____ Meet with Director of Development to review draft for recommendations
- _____ Finalize proposal
- _____ Office of Development will draft the cover letter for signatures.
- _____ Mailing, copies and distribution will be done by Office of Development

PROPOSAL FOLLOW-UP

- _____ Work with Director of Development to submit any additional materials required by funder
- _____ Notify Director of Development immediately upon receiving a decision from funding organization.
- _____ Make sure the check is made out to MSCD Foundation, Inc.
- _____ Discuss collection of data and preparation of stewardship information with Director of Development