

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: Grant and Foundation Approval Policy

TIU POLICY #: P-503

STATUS: Approved, September 2013
Updated, August 2015

I. PURPOSE:

The purpose of this policy is to resource the mission of Trinity International University (University) by:

1. Ensuring that the mission of the University is preeminent in any grant and foundation fundraising activities at the University or on behalf of the University;
2. Ensuring that the highest professional, legal, and ethical standards are met in any grant and foundation fundraising activity;
3. Maximizing the potential of success in all grant and foundation initiatives;
4. Stewarding the resources of the granting agencies well.

II. SCOPE:

This policy applies to all members of the University community.

III. POLICY:

Grant and foundation fundraising is defined as the activity of soliciting and collecting financial support for any program, project, or initiative from a granting agency organization or foundation. All members of the University community must receive approval for all formal and/or informal grant projects prior to making any contact with a granting agency or foundation. The following steps must be followed by a sponsor in order for a fundraising project to be approved:

1. Complete the Grant and Foundation Proposal Form ([Form 503-A](#)).
2. Forward a copy of Form 503-A to the University Leadership Team (ULT) representative from their area. The ULT representative can approve the proposal, deny the proposal, table the proposal, or recommend changes.
3. If the ULT representative approves the proposal, a copy will be sent to the Chief Advancement Officer (CAO) for review.

4. The CAO and the ULT representative will meet to discuss the proposal. When both are in agreement that the proposal fits within the University's strategic plan and/or is an institutional priority, they will bring the proposal to the President for review.
5. The President will approve, deny, table, or recommend changes to the proposal.
6. If approved, the sponsor will work in collaboration with University Advancement to plan and execute the project.

The University Foundation Director will oversee all approved grant and foundation projects, and will determine the level of institutional resources that can be committed to the project.

Any member of the University community who receives grant or foundation funds (including cash, checks, written intentions to give, etc.) must notify University Advancement immediately. All letters, e-mails, certificates, intentions to give, or other documents relating to contributions, including the envelope in which it arrived with post-marks intact, should be saved and forwarded to University Advancement. If a funding from a granting agency or foundation is received for an unapproved project the steps outlined above must be completed prior to the contribution being processed. This is to ensure that all contributions and agency or foundation relationships are stewarded according to the highest professional, legal, and ethical standards.