



POLICY FOR PROCESSING FUNDING REQUESTS

REQUIRED POLICY FOR PROCESSING FUNDING REQUESTS: For budgeting purposes, the Florida Education Foundation (FEF) recommends submission of Funding Requests for consideration at least three (3) months prior to a program/event.

Up to \$500

- received no less than 7 days prior to program/event
- reviewed and approved by the Foundation's Executive Director (or a member of the Foundation's Executive Committee)

\$501 to \$1,000

- received no less than 14 days prior to program/event
- reviewed and approved by the FEF Chairman or another Executive Committee member (in Chairman's absence)

\$1,001 to \$2,500

- received no less than 21 days prior to program/event so that an Executive Committee conference call may be scheduled and appropriate legal notice be given
- must be reviewed and approved by the FEF Executive Committee (requires a majority vote)

Over \$2,500

- received no less than 30 days prior to next regularly-scheduled Board of Directors' meeting
- reviewed and approved by the full FEF Board of Directors (requires a majority vote)

[Approved by FEF Board of Directors 7/12/07]

Process for completing and submitting FEF Funding Requests:

- 1) Type all requested information on to FEF Funding Request Form (Word “form” document). The Funding Request Form may be found on the Foundation’s web site at www.floridaeducationfoundation.org or you may request a copy by contacting the Foundation staff: Deb Schroeder at (850) 245-9671 or via email at deb.schroeder@fldoe.org or Mary Lee Kiracofe at (850) 245-9655 or via email at marylee.kiracofe@fldoe.org.
- 2) Print completed form and obtain all appropriate signatures of DOE staff (if applicable) and your supervisor(s).
- 3) Submit completed, signed form to:

Florida Education Foundation
325 West Gaines Street, Room1524
Tallahassee, Florida 32399-0400
- 4) Foundation staff will review the request for completeness and alignment with FEF mission and goals. (Note: If the form is not complete or appropriate signatures are not included, the Foundation will immediately contact the initiating party so that appropriate action may be taken and the form resubmitted for consideration.)
- 5) Using the guidelines stated above, the Foundation will begin processing the Funding Request.
- 6) A decision will be made by the Foundation to approve/deny the request. Foundation staff will immediately inform the individual who initiated the request to inform him/her of the Foundation’s decision. If the request is denied, a written explanation of the reason for denial will be provided.

If you have any questions or need assistance, please contact Mary Lee Kiracofe, Executive Director, at (850) 245-9655 or marylee.kiracofe@fldoe.org.