Procedures to Request Funds from the COE Partnership Council

Funds may be requested to support school partnership activities that may include (but are not limited to) funds for materials, technology, course releases*, professional development opportunities, travel, research expenses, etc. For any proposal to be considered by the Partnership Council, the procedures below must be followed.

**There are two funding deadlines: September meeting, February meeting**

1. The requester must develop a funding proposal (approximately 2-3 pages) that includes:
   - A description of the project/activity/need
   - How the request meets the charge of the Council
   - How the request directly benefits school partners
   - A description of the target audience, that is, who will benefit from the request
   - A detailed budget of the requested expenses
   - *Please notify the council if you are a P-12 Partner/Community member and are unable to attend the next funding deadline meeting.

2. The proposal must be sent to the Partnership Council Coordinator at least 10 days prior to the next regularly scheduled funding deadline.

3. The Partnership Council Coordinator will distribute the proposal electronically to the entire membership of the Council in 9 days in advance of the next regularly scheduled funding deadline.

4. At the meeting where the proposal is to be discussed, the requester will briefly summarize (2-3 sentences) the request for the Council members. The Coordinator will then lead a discussion of the proposal if there are any questions from the Council and will then call for a vote once the discussion has concluded.

5. If a simple majority of voting members vote in favor of the proposal, then the proposal will be funded. Fund disbursement will be arranged through the appropriate COE Associate Dean’s office.

6. At the conclusion of the project the requestor must report the outcomes to the Partnership Council, specifically related to P-12 outcomes where appropriate.

7. If a proposal is rejected by the Council’s membership, a requester may opt to revise the proposal and present it one additional time.

* Note: If the request involves a course release, the proposal must also include a letter from the individual’s Department Chair agreeing to the request.

Requestors are encouraged to view restricted procurement guidelines for prohibited or controlled purchases at: [http://businesssrvs.georgiasouthern.edu/procurement/procurement-and-contract-services/purchasing/restricted-procurements/]