

Solicitation of Private Giving Form

Updated 8/17/06

All faculty or staff who wish to approach private donors (individuals, foundations, or corporations) in support of their programs or for a specific project must first complete the following form. Please return completed forms to the College Office for Academic Planning, 405 Candler Library, (404) 727-9517, or send via fax (404) 712-9451, or email kim.loudermilk@emory.edu. Kim Loudermilk, Senior Associate Dean for Academic Planning, will contact you within 10 business days to discuss next steps.

Name: _____

Department: _____

Project Title: _____

Please respond to the questions below. Limit your response to no more than 5 total pages (double-spaced). Attach your answers and any supporting materials to this form.

1. Briefly describe the project/department for which you would like to raise funds.
2. How does your project/department relate to College priorities outlined in the strategic plan?
3. How does your project/department compare to models at other schools in terms of size, scope, and reputation (projected or actual)?
4. What is your strategy for marketing and branding your project/department?
5. What type of donor would find your project/department worthwhile? Please list any specific prospects or groups that you would hope to approach for solicitation.
6. How would private giving change, expand, or enhance your project/department?

Reviewed and approved by:

Kim Loudermilk
Senior Associate Dean for Academic Planning

Josh Newton
Senior Associate Vice President for Development