Solicitation of Private Giving Form

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 Development & Alumni Relations, 1715 N Decatur Rd 203, (404) 727-6181, or send via fax (404) 712-0281, or email mkontar@emory.edu. Melissa Kontaridis, Senior Director for Development, 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:

Melissa Kontaridis          Josh Newton
Senior Director for Development         Senior Associate Vice President for Development