



CORPORATE OR FOUNDATION SOLICITATION CLEARANCE POLICY

This policy is intended to govern all corporate or foundation proposals submitted on behalf of Montana State University and/or groups affiliated with MSU. Coordination of proposal submissions will serve to preserve MSU's credibility among its donors as well as to optimize resources. In order to limit redundancy and confusion among potential donors and in order to provide the most effective program, the following policies apply:

- All proposals to corporations, their foundations or other private foundations that are administered by the MSU Foundation, should be submitted for approval/disapproval and coordinated (if approved) through the Office of Corporate and Foundation Relations. This includes initial letters of inquiry, applications, online applications, and full proposals.
- All requests made to the MSU Foundation for IRS determination letters; audited financials, 990's, or other necessary MSU Foundation documents **for the purpose of proposal submission**, be provided once the requester has received clearance from the Office of Corporate and Foundation Relations.
- The Office of Corporate and Foundation Relations is available to assist in strategic proposal development, content review, writing and editing.
- All correspondence to the potential funder (letters of inquiry, proposals, concept papers, etc.) will be mailed by the Office of Corporate and Foundation Relations, on MSU Foundation letterhead and signed by the President and Chief Executive Officer, the Assistant Director of Foundation Relations or the Director of Corporate and Foundation Relations.
- In the event of an electronic proposal submission, applicant will be required to send proposal content directly to the Office of Corporate and Foundation Relations for submission. Following submission, a copy of the full proposal will be sent via campus mail and electronically (in PDF format) to the applicant and the corresponding unit development professional if applicable.
- All funds generated through approved corporate and Foundation relations channels should be returned by the donor directly to:

MSU Foundation
1501 S. 11th Avenue
Bozeman, MT 59717
- Checks should be made payable to the MSU Foundation.
- The Office of Corporate and Foundation Relations will provide support for all grant recipients, including reminders about necessary reports and acknowledgements.