

## APPLICATION FOR FUNDRAISING PROJECT ASSISTANCE

Please read through and fill out this application in its entirety before submitting. If you have any questions during the submission process, please contact [Kathryn.Howard@sdsmt.edu](mailto:Kathryn.Howard@sdsmt.edu).

**Your Name:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Your affiliation to SD Mines:** \_\_\_\_\_

**Department or organization you are representing:** \_\_\_\_\_

**Is your group a recognized SD Mines student club or organization? Check [here](#) if you're not sure.**

Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, please continue to the next section. If no, please contact the Foundation directly for assistance.**

**Faculty/Staff Advisor:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Student Leaders, if applicable:**

President: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_ Major/Year: \_\_\_\_\_

Vice President: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_ Major/Year: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_ Major/Year: \_\_\_\_\_

Secretary: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_ Major/Year: \_\_\_\_\_

**Organization's mission statement or description:**

**How many students are active in your organization?** \_\_\_\_\_

List *at least 2* annual expenditures (general categories and approximate amounts):

EXPENSE DESCRIPTION	AMT/YEAR	MONTH DUE
TOTAL	\$0.00	

List *at least 2* current sources of income (general categories and approximate amounts):

INCOME SOURCE	AMT/YEAR
TOTAL	\$0.00

### PROJECT DESCRIPTION

Projects must support SD Mines' overall mission by improving our community on campus and beyond. Please refer to the strategic plan if you are unsure of your organization's impact (viewable at [www.sdsmt.edu/pursuitofexcellence](http://www.sdsmt.edu/pursuitofexcellence)).

Describe your project and what you hope to accomplish with the funds raised:

Total estimated cost of the project: \_\_\_\_\_

Amount already raised (if applicable): \_\_\_\_\_

When are the funds needed in hand? \_\_\_\_\_

Describe the target group you believe will contribute to your cause:

If I were in this target group,

- Why should I consider donating to your cause?
  
- What recognition will I receive?
  
- What else can I expect to receive in return for my support?

List 3 people who have committed to dedicating time to this fundraising project. Please mark with an asterisk (\*) next to the project leader's name:

Name: \_\_\_\_\_ Title or affiliation to your group: \_\_\_\_\_

Name: \_\_\_\_\_ Title or affiliation to your group: \_\_\_\_\_

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List up to 3 alumni whom you can ask for help on this project:

Name: \_\_\_\_\_ How do you know them? \_\_\_\_\_

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List any potential corporate or local business contributors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CROWDFUNDING OPTION

[Crowdfunding SD Mines](#) is the platform for community fundraising. Crowdfunding offers our donors a new avenue to provide support directly to their areas of interest, and can help faculty and students meet their fundraising goals. ScaleFunder is the platform managed by the SD Mines Foundation and can be used by recognized student clubs or organizations only. A 2.5% credit card fee will be charged as needed, though no additional fees will be applied to your student group. Please note this when developing your financial goals.

Crowdfunding is used best for funding specific projects or campaigns but doesn't work well for unrestricted fundraising. It is best to be clear and specific about what you're trying to fund. Typically, you can expect to raise between \$2,000-\$10,000 through crowdfunding depending on the size of your donor pool, your personal contacts, and your teams' commitment to the project.

Crowdfunding also relies heavily on personal networking and a social media presence. Because it is peer to peer soliciting, you'll need to use email lists, Facebook pages, Twitter feeds, LinkedIn groups, Instagram posts, etc to promote your project. If you do not have a strong pre-existing audience, then crowdfunding may not be worth the investment of your time and resources.

Are you interested in learning more about running a crowdfunding campaign? Yes \_\_\_\_\_ No \_\_\_\_\_

THANK YOU for your interest. Please email the completed form to [Kathryn.Howard@sdsmt.edu](mailto:Kathryn.Howard@sdsmt.edu) or [Michael.Keegan@sdsmt.edu](mailto:Michael.Keegan@sdsmt.edu) for review.

We will be in touch as soon as we are able. If you have any immediate questions, please contact the Foundation at 605-394-2436 or stop in and see us.



## APPLICATION FOR ASSISTANCE SUBMITTED TO FOUNDATION FOR REVIEW



## TRAINING AND PLANNING MEETING WITH FOUNDATION



### CHECKLIST:

- CONFIRM FUNDRAISING GOALS AND BUDGET
- AGREE TO TIMELINE AND MILESTONES
- DRAFT AND FINISH COMMUNICATIONS
- SUBMIT MEDIA FOR CROWDFUNDING (IF APPLICABLE)
- IDENTIFY AND REVIEW PROSPECTS
- DEFINE CONTACT STRATEGY
- AGREE TO STEWARDSHIP PLAN



## SOLICITATION PROCESS AND/OR CROWDFUNDING CAMPAIGN



## STEWARDSHIP PHASE

- FOUNDATION SENDS DONOR CHARITABLE GIFT RECEIPT
- PROJECT LEADER SENDS **THANK YOU** NOTES AND USE-OF-GIFT REPORTS
- CULTIVATE RELATIONSHIP FOR NEXT ASK