The University of Alaska Foundation is currently the designated conduit into the UA system for all funds given by the Rasmuson Foundation whether they are internally designated as gifts or grants.

In an effort to ensure that all proposals submitted to the Rasmuson Foundation are aligned with Statewide and/or MAU priorities, as well as those set forth by the Rasmuson Foundation, all UA applicants must follow the same process:

1. Review Rasmuson Foundation’s funding guidelines to determine if the project/program is eligible.
2. Connect with a Development Officer at the appropriate MAU to determine if the program/project should be presented to Rasmuson (Development Officers will know what the MAU funding priorities are and can determine if the project/program qualifies).
3. The applicant will work with the Development Officer to contact a Rasmuson Foundation Program Officer to discuss the project and gauge interest.
4. If there is interest, applicant will complete the UA Proposal Submission Form and the Development Officer will work with the Chancellor’s office and the UA Foundation to determine eligibility and obtain signatures.
5. Once the form is completed, the UA Foundation will work directly with the applicant to put together the proposal packet.
   a. The Applicant will provide:
      i. Two page narrative
      ii. Itemized project budget (which should include a list of current/previous donors to the project)
   b. The UA Foundation will provide:
      i. BOT and BOR Contact List
      ii. BOT and BOR Giving History
      iii. Financial statements for both UA and the UA Foundation
      iv. Balance sheets for both UA and the UA Foundation
      v. Organizational budgets for both UA and the UA Foundation
      vi. Signed Cover Sheet
6. The UA Foundation will submit the proposal on behalf of the applicant and enter and track the proposal in Raiser’s Edge.
7. The UA Foundation will connect the Rasmuson Foundation Program Officer to the applicant if there are questions about the proposal.
8. If the proposal is accepted and the gift is made, the UA Foundation Advancement team works with the MAU Development Officer and Applicant to ensure the proper processing of the gift.
9. If the Tier 2 LOI is accepted and the applicant is invited to officially submit a Tier 2 Proposal, the applicant will continue to work closely with the UA Foundation to gather the necessary materials and information, and to schedule and arrange a site visit.
10. The applicant will need to work with the UA Foundation to submit a report by the date listed in the gift agreement.