**KENNESAW STATE UNIVERSITY**

ONE-TIME FUNDING PROCESS

The University offers the opportunity to request one-time funding for major projects or programs. The funding may be available for projects greater than $15,000 or where projects were approved and not funded in the current year. Requests will be reviewed and prioritized by the University Vice Presidents, and recommendations will be submitted to the Budget Office. Requests must be submitted on the One-Time Funding template (please see below ***Process***).

The budget principles guiding this funding process are:

* Direct benefits to students (Instruction and Student Services)
* Enrollment management (Recruitment and Retention)
* Physical Infrastructure (Facilities and Technology)
* Safety (Student, Faculty and Staff)

**Proposal**

Include all information requested:

1. Name all strategic priority initiatives and the strategic priority objective that is being addressed.
2. Provide a brief description of the project.
3. Briefly explain how the funding request supports the Strategic Plan.
4. Indicate whether this initiative requires IT support.
5. The request for funding should be reviewed to determine if it is a top priority for funding and if there is available funding within that department/unit to support the project or program, instead of one-time funding.

**Process**

1. The request for one-time funding is [One-Time Funding Template](https://fiscalservices.kennesaw.edu/docs/One_Time_Funding_Project_Request.pdf).
2. Please submit form and seek approval through your reporting structure up to the respective VP/Division head.
3. The respective VP/Division head should review and prioritize approved requests ensuring that they meet the guiding principles above and are also tied to KSU’s strategic plan. The VP/Division head will be responsible for communicating when he/she has not approved a request.
4. Approved requests should be forwarded to the Budget Office by emailing: [budget@kennesaw.edu](mailto:budget@kennesaw.edu) All requests must follow the Year-End (YE) deadlines. A copy of YE deadlines can be found on the [KSU Fiscal Services- Procurement](https://fiscalservices.kennesaw.edu/procurement/) website.

*(Please note: A VP/Division head can submit requests for funding during the year should an urgent need arise.)*

1. The Budget Office will consolidate the requests and present to the budget review group for review, prioritization, and approval.
2. The approved projects will be consolidated into a one-time funding list and released based on funding availability.
3. Please submit projects that were approved in FY2019 that were not funded if you would like for these projects to be considered for funding in FY2020.