

## UERMAFUSA, FDC

### FUNDING APPLICATIONS INSTRUCTIONS

To uphold the Federal and State laws on governance of all charitable institutions like the Foundation, the FDC has been mandated to ensure compliance and proper documentation of all its funding applications. This is important to preserve the Foundation's tax exempt status.

#### A. Eligibility

Applicants must be affiliated and sponsored by UERMMM and is subject not only to the school's policies governing selections of awards and funding requests but also by the Foundation's policies as well.

#### B DEADLINES

1. Funding request for the same year—5 weeks before the expected release of funding
2. Funding request for the next FFY—4 months prior to beginning of next FFY (August)
3. Funding for the Awards and Recognition—The Dean to submit the lists of awardees no later than 5 weeks prior to release of funding.

#### C. REQUIREMENTS.

1. Application forms can be accessed at the Foundation web site, UERMAFUSA.COM , Incomplete applications will not be processed. All Application forms and documentations must be sent to the Foundation's Secretary by fax or by mails in triplicates (See below address and Fax)..
2. Grantees must complete the acknowledgement forms or in a written letter,
3. Grantees must complete accountability forms and must account for their activities and submit receipts of their expense in original or copied forms. These must be submitted in stages of their activities.
4. Grantees for educational grants must commit to stay with the school for a number of specified years.

#### D. Disbursement policies and procedures

1. The Foundation treasurer will promptly release funding for the Awards and Recognition provided the BOT has approved the funding allocations on its last meeting and the list of awardees has been submitted.
2. On Grants--Upon receipt and review of the applicants completed forms, the FDC will send their recommendation to the BOT for their approval. The requested funds will then be released by the BOT treasurer directly to the recipient or to the Dean if the funds are available. Alternatively, if the BOT has no quorum, the FDC can approve and release funding requests.
3. If the funds are not currently available, the FDC will promptly notify the applicant and also will inform the fund raising outcome for the request no later than 2 months prior to its expected release.
4. The priority for funding allocation is for the Awards and Recognition

unless waived by the Dean and approved by the FDC

**C. Nomination policies and requirements.**

1. Candidates for Recognition Awards will be chosen by the school's selection committee.
2. The Best Teacher Awards will be chosen by the school's student body and coordinated by the Class presidents.
3. The School must set up policies and procedures on their nominating and selection activities and will provide copies to the FDC.

**D. The Application packet**

Pre-printed forms are available at the [UERMAFUSA.COM](http://UERMAFUSA.COM) The applicant's packet must contain the following:

1. Completed application forms @
2. Applicants Information sheet @
3. Applicants personal statements @
4. Letters of support/recommendation
5. Acknowledgement of acceptance forms to be completed after notification @

@ accessible at [www.uermafusa.com](http://www.uermafusa.com) under Request Funding