



Industrial Fabrics Foundation Guidelines for Requesting Funds

The Industrial Fabrics Foundation (IFF) welcomes funding requests from individuals, companies, IFAI divisions, zones or other groups. These guidelines have been developed to clarify and enhance the workshop relationship between the individual/group requesting the funds and the IFF.

Prior to consideration of the funding request, the following items must be submitted to the IFF Managing Director:

1. an explanation of how the project achieves the foundation's mission;
2. a comprehensive scope of work;
3. a project budget;
4. a project schedule;
5. a project marketing plan;
6. the specific goals of the project, including financial/fundraising goals;
7. an outline of specific staff and volunteer responsibilities;
8. a staffing plan, including name(s) of project team leaders and others who will be both directly and indirectly involved;
9. an estimate of time needed for completion of the project; and
10. project partner contact information.

When this information is received, the IFF Managing Director will review and contact the project partner with any questions regarding the proposal.

The request will be forwarded to the IFF Board of Directors for their review. The board will act to accept or deny the request within a reasonable time period and the project partner will be notified of the board's decision.

Contact:
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