

# Funding Needs Survey

Office of the Vice President of Education

ABC

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Administrator's Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency/School/Department Name: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

*Please complete the following statements if and as they relate to the school/department you represent. Please then return the completed survey to Maria J. Trejo (Vice President of Education for ABC) at [xyz](#) by \_\_\_\_/\_\_\_\_/\_\_\_\_.*

**My school/department is in immediate need of grant funds to pay....**

**My school/department is interested in seeking grant funds to bring my staff professional training opportunities, such as...**

**My school/department is interested in seeking grant funds to establish new (i.e., prevention, enrichment, literacy, health etc.) programs for students, such as...**

**My "wish list" for 2017-2018 includes (i.e., computers, additional staff, materials, projects, etc.)...**

*Turn Over...*

This "barrier" (i.e., limited space, not enough computers) exists in my school/department to prevent me from actively seeking grant funding...

It would take this to overcome this barrier...

Barrier 1:	Solution 1:
Barrier 2:	Solution 2:
Barrier 3:	Solution 3:
Barrier 4:	Solution 4:
Barrier 5:	Solution 5:
Barrier 6:	Solution 6:
Barrier 7:	Solution 7:
Barrier 8:	Solution 8:
Barrier 9:	Solution 9:

*Thank you very much for your time*

**Please return the completed survey to**

xyz

BY

\_\_\_/\_\_\_/\_\_\_

December 19, 2016

Dear Administrator,

Several weeks ago, you should have received a Funding Needs Survey from the \_\_\_\_\_'s Office. To date, we have not received your completed survey form. The information provided on the surveys will be used by the ABC Grant Writer to develop a comprehensive needs assessment report which will direct our administration and leadership in seeking future grant funds. If your completed survey is not forwarded to the \_\_\_\_\_ at \_\_\_\_\_ by \_\_\_\_\_, it will be stated on the needs assessment report that your school/department has indicated that it has no funding needs beyond what is currently being provided.

I am, therefore, requesting that you will take the time to complete the attached Funding Needs Survey and return it to the \_\_\_\_\_ so that your entity may be included in our future grant planning efforts. Please contact me at \_\_\_\_\_ for additional information and assistance if needed.

Cordially,

A small, handwritten signature in blue ink, appearing to be the initials "M/S".