

SKIDMORE COLLEGE
PRESIDENTIAL DISCRETIONARY FUND* (PDF)

Guidelines & Application for Non-Faculty

The Presidential Discretionary Fund (PDF) provides funding to support projects that, as determined by the President, are designed to sustain institutional vitality and self-renewal. Allocations are made at the discretion of the President and separately from the regular budget process. The following guidelines pertain to the application process.

- 1) PDF support is only available for Skidmore College related projects. It cannot be used to fund programs or projects not directly related to the College.
 - 2) In general, PDF support is available for first-time initiatives. At the President's discretion, the he/she may fund multi-year initiatives, or extensions of initiatives proposed by the same individual(s) or group(s) in consecutive years.
 - 3) In general, PDF support is not available to fund salary or capital purchases or projects. At his/her discretion, the President may fund compensation in limited ways (e.g., start-up salary or partial release time, in either case for a defined period of time) or capital purchases or projects that would contribute in a unique way to institutional vitality or self-renewal.
 - 4) The applicant must complete all asterisked areas of the below application. ***Each application must indicate the support of a member of the President's Cabinet.*** The applicant is responsible for submitting the completed application along with all supporting materials, including a detailed budget of expenses, to the Office of the President. You will receive written notification of the decision.
 - 5) If approved, an account number will be assigned and provided to be used in accessing the awarded funds. Requests for any payments must be submitted **via oracle by the applicant/department**. The President's Office is not responsible for submitting invoices or processing expense reports for payment.
 - 6) The recipient of each PDF award shall be responsible for expending funds consistent with the stated purpose of the application and in accordance with College policies and guidelines for expense reimbursement. No funds may be expended to support a project for which PDF funds are being sought until the applicant receives written approval from the President's Office.
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cc: _____

**SKIDMORE COLLEGE
 PRESIDENTIAL DISCRETIONARY FUND* (PDF)
 Application for Non-Faculty**

****Date:** _____

****Amount of Application:** _____

****Requested by: (Group or Office):** _____

****Faculty/Staff Contact:** _____

****Extension:** _____ ****Email Address:** _____

****Person(s) Authorized to approve expended funds:** _____

****Staff person responsible for processing expenditures:** _____

****Description/Purpose:** _____

Please attach all supporting materials, including a detailed budget of expenses.

****Each PDF application must be supported by a member of the President's Cabinet.**

Please indicate that recommendation:

Cabinet Member Approval Signature: _____

Date: _____

To be completed by President's Office:

President's approval Signature: _____

PDF Account Number Assigned: _____

Supporting Materials Attached

Date Forwarded to Financial Services: _____ Processed by

(President's Office Staff Member): _____

** The Presidential Discretionary Fund was established in 1981 with the generous support of the William and Flora Hewlett Foundation, the Andrew W. Mellon Foundation, and private donors to Skidmore College.*