



---

Title: DONATIONS TO THE MATC FOUNDATION

Code: HH0300

Policy Reference: H0300-1, Gifts, Grants and Bequests; J0200, MATC Foundation, Inc.

---

**PROCUREMENT FOR SOLICITATION AND ACCEPTANCE OF FUNDS  
DONATED TO THE COLLEGE THROUGH THE MATC FOUNDATION**

1. The MATC Foundation, Inc., will act as the 501(c)3 charitable conduit for all private, monetary gifts and bequests made to support Milwaukee Area Technical College and its students. Acceptance and recognition of said donations will be accomplished in accordance with all federal, state, and WTCS regulations and statutes.
2. All applications for private, monetary donations will be prepared and submitted by the MATC Foundation in coordination with MATC administration, with the exception of those submitted by Milwaukee PBS. Milwaukee PBS will notify the MATC Foundation of all applications it intends to submit to corporations and private foundations prior to submission and will coordinate the timing of such applications, as necessary, so as to not conflict with broader strategic efforts of the MATC Foundation.
3. Grant budgets will be developed by MATC with assistance by the Foundation, and must be approved by the Senior Financial Grant Administrator in the Finance Division prior to submission of the application
4. The MATC Foundation office will notify the division or department for which a specific grant is made as to its disposition as intended by the donor.
5. An individual administrator or Principal Investigator (PI) must be assigned by MATC for each awarded grant. This individual is responsible for managing delivery of project activities, including all necessary purchasing, hiring, supervision, evaluation and reporting, in accordance with MATC procedures and in consultation with an assigned Project Coordinator from the Grants and Resource Development Department.
6. The Senior Financial Grant Administrator in the Finance Division will monitor all grant expenditures and submit invoices for reimbursement to the MATC Foundation.
7. The MATC Foundation will maintain accurate records of its contributors for fund recognition, disbursement, and solicitation purposes.



**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

---

Title: MILWAUKEE AREA TECHNICAL COLLEGE PROCEDURE FOR DATA SECURITY BREACH	Code: HH0101-1
---	----------------

---

8. The MATC Foundation will submit all reports on grant outcomes and expenditures required by its contributors.
  
9. All contributions designated as student scholarships by the donors will be awarded by the MATC Foundation and disbursed to the students by the college Office of Financial Aid.

Office of Responsibility: MATC Foundation, Inc.  
Last reviewed on March 21, 2021