**Initial Questionnaire – Fund Development**

District/Museum/Organization Name:

School Name:

Address (include city/state/zip):

**Primary Contact for Fund Development Process:**

* Name: Title:
* Email: Phone:

**Funding Plan Brainstorming:** Please answer as completely and accurately as possible as this will help to develop your funding plan and help us to prioritize potential funding sources.

1. What is the target “ask” – how much funding is needed to purchase the StarLab package and any add-ons?
2. Has the school or district/museum/organization applied for and/or received any support from local organizations in the past five years? Which one(s)?
3. What local foundations exist in your community and/or surrounding area?
4. Which, if any, service groups support your school or district/museum/organization? (Rotary, Kiwanis, Lions, etc.)
5. Do any local banks have foundations/trusts that support your school or district/museum/organization? With which bank does the district/museum/organization do most of its business?
6. Is there any particular individual or family that has been supportive of your school or district/museum/organization?
7. Do you know anyone in your school or district/museum/organization that has any connection to potential funders (employee, spouse, friend, serve on a board together, works at a bank, etc.)?
8. Who are potentially the most influential people locally that might be able to help you secure local funding? (internal or external)
9. Who are the largest vendors with which the school or district/museum/organization works?
10. Is there an active PTO/PTA/Foundation/Friends of Society at the school or in the district/museum/organization? Are there any other “booster” type organizations that might be supportive?
11. Are there any foundations/businesses/other charitable organizations we should not consider for funding your StarLab (such as those that have contributed to other projects of yours in the past year)?
12. Does your school or district/museum/organization employ a development director/manager/grant writer responsible for fundraising?

**The expectation in this fund development process is that your school or district/museum/organization is able to commit a minimum of $5,000 to this effort. You will have a much better chance for success in raising outside funding if you are able to show some financial commitment to implementing StarLab in your school. Are you able to make this commitment? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_**

Please return this form to your Starlab representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_