



**Marine Corps University Foundation**  
**Professional Education and Leadership in the 21<sup>st</sup> Century**  
**PME PROGRAM REQUIREMENTS**

*Thank you for your interest in further developing the professional education and leadership of your Marines. Please respond to the questions below **on Unit Letterhead** and forward the information to Ms. Kimberly Niero, MCUF Director of Program Support, by email, [kniero@mcuf.org](mailto:kniero@mcuf.org) or fax, (703) 640-6177. Once your request is received, it will be reviewed. You should receive an answer within 7 business days. Depending on funds available, full or partial funding may be granted upon terms specific to your PME. Note, to help as many Marines as possible funding is usually kept to about \$25 per Marine.*

*Please note that requests should be made 60 days prior to the event, as once MCUF agrees to fund, we still need to send our offer of the gift to whomever has appropriate "Gift Acceptance Authority." (We will need their email address.) Some Units/Commands are faster at accepting gifts than others, and the earlier it is submitted, the earlier it can be approved*

**1. Concept of PME:**

The Foundation's mission is to provide resources that enhance and enrich Marine Corps professional military education and leadership when government funding is unavailable. Describe what your Marines will gain from this experience. What is the objective or mission? How does the event further the professional development of each Marine?

**2. Contact Information:**

Please provide the following: Name of Unit, C.O., complete email/mailling/shipping address of the proper Gift Acceptance Authority, country, commercial phone, fax number and e-mail address. This information is needed for future contact as well as any correspondence regarding your current request. The Commanding Officer is to be notified of the funding request.

**3. Description of Event:**

What is the event? Where will it be held? When will it be held? How many Marines will participate in the PME? What are the ranks of the Marines who will be participating, and approximately how many of each rank? How much funding is being requested for the PME? What aspect of the PME you would like us to fund? Please include all cost estimates and extra monies that will be used to help offset the cost of PME if any. Please list as many specifics as possible; include an itinerary if appropriate. Remember, when evaluating funding for a PME, the Foundation is interested in how the money will be spent and a breakdown of the cost per Marine. Full or partial funding may be granted upon terms specific to your PME.

**4. Description of Costs:**

If government funds are available for any aspect of your PME, by all means use them! The Foundation is merely a supplemental resource. The breakdown of expenses must include each proposed expense and the name(s) that should appear on the check(s). If approved, we will need invoices so that we can pay vendors directly. Also include the date that you will need funds by, if known.

**5. After Action Report:**

The Foundation requires a follow-up article/report on the event suitable for publication in our newsletter and/or website. Please include pictures with the names and ranks of the individuals in them (preferable electronically). If by chance your article is to be published in a Base/ Station or local paper, please mention the Foundation in an appropriate fashion. Also, please include all receipts with your After Action Report. We will need reimbursement of any unused funds. In addition to the After Action Report, MCUF would also appreciate it if members of your unit would visit to our facebook page and post about the value of the event/ experience: <http://www.facebook.com/MCUF.org>

**6. How did you hear about us?**

We want to know how you heard about us. Have you received funding from us before? If so, when? Also, please be aware that MCUF can usually fund only one request per calendar year.

**7. How Can You Help?**

The Foundation exists to support PME activities just like yours! Our organization is growing and our requests for funding are growing as well. The more money we receive, the more we can give. Please encourage your Marines to remember the Marine Corps University Foundation as their charity of choice during the Combined Federal Campaign (CFC). Our CFC number is 11308.