

## ESTABLISHING A PROJECT FORM

Date: \_\_\_\_\_

Fund #: \_\_\_\_\_

Fund Name: \_\_\_\_\_

### Check list:

- \_\_\_ Please see the second page for restrictions on Foundation accounts and whether the project should go through Sponsored Research.
- \_\_\_ All projects should have proper documentation attached to this form for our Foundation files.
- \_\_\_ A complete and signed Project Information Card must be submitted to the Foundation prior to the disbursement of funds.

Department: \_\_\_\_\_ College: \_\_\_\_\_

Initial Deposit: \$ \_\_\_\_\_

Name of individual or company submitting funds: \_\_\_\_\_

Fund Purpose: \_\_\_\_\_

Authorized signers (must be 2 Directors & 2 Approvers) please print:

Project Director – name, title & email: \_\_\_\_\_

Project Director – name, title & email: \_\_\_\_\_

Project Approver – name, title & email: \_\_\_\_\_

Project Approver – name, title & email: \_\_\_\_\_

**If new signer a signature card must also be completed\***

Individuals whom should receive reports: \_\_\_\_\_

Via email address/fax/campus mail: \_\_\_\_\_

### Description and Purpose of Fund

**The restricted project category is:**

- \_\_\_ Expendable (Minimum opening balance is \$5,000)
- \_\_\_ Endowed (Minimum opening balance is \$20,000)

**The project is to provide funding for the following purpose: (circle one)**

Award Eminent Scholar Professorship Fellowship Scholarship Prize

Community Outreach Equipment Library Research

Other: \_\_\_\_\_

**Development and Stewardship**

**Contact information of organization/person requesting stewardship:**

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

*The development and stewardship responsibilities on the part of the project director and/or assigned development officer are:*

Extending invitations to award ceremonies

Submitting periodic press releases to University Relations

Requiring award recipients to write thank you letters to original benefactors

Providing periodic progress reports and/or financial statements to donor every \_\_\_\_\_

Seeking state match under Florida Statute 240.2605 for endowments expected to reach \$100,000 within 5 years

Making recurring payments to specific payee \_\_\_\_\_ (annuitant, tax collector) every \_\_\_\_\_

Further development responsibilities: \_\_\_\_\_

**The following are restrictions to Foundation projects:**

- The donor may not personally select the beneficiaries of the money disbursed; an independent committee, consisting of at least three members within the University, must select recipients from a pool of qualified award candidates
- Scholarships are to be published for an application deadline date
- The donor may not act as project director or approving authority or benefit personally from the funds
- The directors or approving authorities administrating the fund must be accountable for any inquiries from the donors, the IRS, internal or external auditors or the press on the appropriateness of expenditures
- The expenditures must benefit the University or support the project's purpose

**\*\*\*Please have Sponsored Research sign off that they have received the necessary paperwork from you if the fund must be processed through them. (See below.)**

Sponsored Research: \_\_\_\_\_ Date: \_\_\_\_\_

**If you answer yes to any of the following questions this fund must be put through and signed off by Sponsored Research:**

**Yes No**

\_\_\_ \_\_\_ Do these project request funds cover the costs of performance of research?

\_\_\_ \_\_\_ At the end of this project will there be a tangible deliverable?

\_\_\_ \_\_\_ Is FAU obliged to accomplish a particular activity and report of that completion?

\_\_\_ \_\_\_ Does this project involve the payment of salaries?

\_\_\_ \_\_\_ Does the agency consider the contribution of these funds to be anything other than a charitable contribution?