ESTABLISHING A PROJECT FORM

Date: ____________

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 administering 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?