

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 \$25,000)

The project is to provide funding for the following purpose:

- ☞ Scholarship ☞ Fellowship ☞ Professorship ☞ Eminent Scholar ☞ Award ☞ 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:

- | <u>Yes</u> | <u>No</u> | |
|------------|-----------|---|
| ☐ | ☐ | Does this project request funds to 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 on 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? |