

IEEE Foundation Fund Establishment Details

With increasing frequency the IEEE Foundation receives requests from IEEE Organizational Units for the establishment and administration of new funds. This document is intended to clearly articulate the circumstances under which the IEEE Foundation Board of Directors will consider the establishment of such funds.

The primary standard that must be met in the establishment of any new fund is that the intended objective of the new fund falls clearly within the parameters of the mission of the IEEE Foundation. This should be articulated in the proposal to establish the fund, specifically connecting the objective of the new fund to one or more the main tenets of the Foundation mission – innovation, education, history and humanitarian efforts.

In order to establish a fund, IEEE Units should reach out to the IEEE Development Office – Stan Retif (s.retif@ieee.org or +1 732-562-2632).

Phase One: Idea

Fund Type

Describe in detail the type of fund being proposed. In drafting the proposal, fully consider and answer the following questions:

- Single purpose or broad based fund?
- Is the fund designed to be short term in nature with funds generated expected to be spent on the specific projects and/or efforts noted or is the fund more long-term in nature such as in the case of a quasi-endowment or funds functioning as endowment (note – an endowment may only be accepted for gifts of \$1 million or more)?
- What is the life expectancy of the fund in number of years?
- Who will be responsible for making spending decisions in regard to the fund?
- Who will be responsible for understanding, and enforcing, the stated minimum spend requirements established for such funds by the IEEE Foundation?
- Will it be supported by outside sources of philanthropy? by a transfer of funds from an Organizational Unit? a combination thereof?

Fund Purpose

The purpose requiring the establishment of the fund will be important information informing the decision of the IEEE Foundation Board. Specificity in this regard is expected. The successful proposal will outline the purpose/use of the fund including all available details about the fund and the programming it will support. Be sure to include the connection of the new fund to one or more the main tenets of the Foundation mission – innovation, education, history and humanitarian efforts.

For example, the proposal must include all information on the scope of any awards granted, criteria for selection, and the eligibility of recipients.

Fundraising Plan

The IEEE Foundation Board will want details regarding plans for any fundraising efforts anticipated in support of the proposed new fund. It will be important to provide specificity in regard to:

- A detailed fundraising plan that outlines how support will be generated, by whom and from whom;
- If the fund is broad-based, a list of seed funders;
- What is the overall target for the fund?
- What is the anticipated timetable for achievement?
- Confirmation that any and all gifts received into the fund will be coordinated through the IEEE Development Office;
- Details regarding how the activities will be overseen and administered and by whom;
- The current status of approval for the program, e.g., necessary approval by all appropriate governing bodies has been and/or will be sought in regard to the establishment of this new fund. (See Phase Two)

It is understood and agreed that a reasonable investment and administrative fees may be charged to the Fund.

Stewardship

Adherence to good stewardship practices are assumed in regard to the establishment of any new funds. The successful proposal will ensure collaboration with the IEEE Development Office in the implementation of stewardship best practices in regard to the fund and its supporters.

Phase Two: Approvals

The information gathered in Phase One will affect the various approvals needed.

Award Approval

If the fund supports a society level award, approval from the following groups is needed:

- Executive Committee (ExCom or AdCom) of your Organizational Unit
- Awards and Recognition Committee (ARC) of your Major Board
- Major Board— typically added to consent agenda following ARC approval

Funding Approvals

The information gathered during the Fund Type, Fund Purpose and Fundraising Plan during Phase One will influence the necessary funding approvals.

External Donors

If external (non IEEE Organization Units) donors will be solicited to support the fund, the approval process is defined in the IEEE Financial Operations Manual Section 7. Select excerpts can be found below:

Authorization to Solicit Charitable Contributions (FOM.7.E)

IEEE organizational units planning to solicit charitable contributions from individuals, corporations, and/or organizations shall request approval prior to commencing the fundraising activity. The request to solicit shall explain the scope of the solicitation activity including:

- (1) Purpose for which the contributions are being sought and how it relates to the IEEE mission,
- (2) Sources to be canvassed,
- (3) The appeal methodology to be employed and promotional materials to be used,
- (4) Timing and frequency of the appeals,
- (5) Estimated costs and source of funding, and
- (6) Estimated revenues.

[Authorization Approval \(FOM.7.E\)](#)

Solicitations requiring more than 40 hours per year of IEEE Development Office staff time

Solicitation requests that require more than 40 hours a year of IEEE Development Office staff time and/or the establishment of an IEEE Foundation managed fund shall additionally require the approval of the IEEE Foundation Board of Directors.

[Greater than US\\$10,000,000](#)

If greater than US\$10,000,000, IEEE Board of Director Approval is required.

Please note - IEEE organizational units are strongly encouraged to copy the IEEE Development Office on requests to solicit especially if the amounts to be raised are US\$100,000 or more. The IEEE Development Office is available to provide IEEE organizational units with consultative guidance on fundraising best practices.

[Less than US\\$10,000,000](#)

If less than US\$10,000,000, approval based on approval levels outlined in FOM.8.C – Contractual Value for Approval and Execution.

Please note - IEEE organizational units are strongly encouraged to copy the IEEE Development Office on requests to solicit especially if the amounts to be raised are US\$100,000 or more. The IEEE Development Office is available to provide IEEE organizational units with consultative guidance on fundraising best practices.

Volunteer or Staff Function	Approval and Execution Authority
Conference Chairs or VP of Conferences	<25,000
Region/Section Chairs	<25,000
Society Presidents	<25,000
Designated Volunteer Officer (see table below)	<250,000
Management Council Representative for the applicable Organizational Unit or his/her designee	<1,000,000
Volunteer under IEEE Power of Attorney	As indicated on the Power of Attorney issued in accordance with Authorized USD limits

Director, Strategic Sourcing	<5,000
Controller	<3,000,000
Chief Financial Officer (CFO)	<5,000,000
IEEE President, Treasurer or Executive Director	<10,000,000

FOM.8.C – Designated Volunteer Officer for Each Organizational Unit

<u>Organizational Unit</u>	<u>Designated Volunteer Officer</u>
Finance Department	Audit Chair
Educational Activities	VP Educational Activities
Member and Geographical Activities	VP Member & Geo. Act.
Publications	VP Publications
Standards	President IEEE Standards Association
Technical Activities	VP Technical Activities
IEEE-USA	President IEEE-USA

IEEE Organization Unit Donor

If the Fund will be supported by your OU, the process for fund transfer is outlined in the IEEE FOM Section 8. Most relevant selections are highlighted in yellow.

Direct or indirect contributions of IEEE funds by any IEEE Organizational Units to any organization or individual may be made only with prior permission of the IEEE Board of Directors. (IEEE Policies, Section 11.2.E.3(a))

Approval of contributions under an amount which shall be specified in the IEEE Finance Operations Manual may be delegated by the IEEE Board of Directors to the appropriate Vice President or Major Board President. (IEEE Policies, Section 11.2.E.3(b))

No contribution from IEEE funds allocated to IEEE organizational units including Societies, Technical Councils, Geographical Units, and Conferences shall be approved for any purpose other than to further the objectives of the IEEE, as stated in the IEEE Constitution, Article I, Section 2.

Any contribution, including a contribution for disaster relief as defined in IEEE Policies Section 11.8 – IEEE Contributions to Disaster Relief Policy, made to a US Section 501(c)(3) tax-exempt nonprofit organization shall be used in furtherance of that organization’s exempt purposes and also in furtherance of IEEE’s educational and scientific purposes. Contributions to other organizations that are not US Section 501(c)(3) tax-exempt nonprofit organizations shall be made only pursuant to a written restricted gift agreement between IEEE and the recipient organization.

This procedure shall apply to any contribution of any IEEE asset held by any IEEE organizational units including, but not limited to, Societies, Technical Councils, Geographic Units, and Conferences, including money, securities, and the interest, dividends or other earnings on these assets. This policy shall also apply to funds loaned by any IEEE organizational units including, but not limited to, Societies, Technical Councils, Geographic Unit, and Conferences on behalf of IEEE to non-IEEE entities.

Requests for permission to contribute IEEE funds allocated to IEEE organizational units including, but not

limited to, Societies, Technical Councils, Geographic Units, and Conferences, in excess of USD25,000, shall be addressed to the appropriate Major Board and then forwarded to the IEEE Board of Directors for approval. Each request shall contain the following information:

- (a) purpose of the proposed contribution;
- (b) amount and source of the funds to be contributed;
- (c) name, location and other pertinent information concerning the grantee organization or individual; and
- (d) a statement of the reciprocal benefits to be enjoyed by the IEEE and the grantee.

All requests for permission to contribute funds, including those in support of disaster relief as defined in IEEE Policies Section 11.8 - IEEE Contributions to Disaster Relief Policy, shall require the completion and submission to the IEEE Treasurer of an IEEE Contribution Proposal Form. The form shall be made available on the IEEE Website.

Contributions may take the form of (i) funds, equipment, or services that further and promote scientific or technological knowledge and education (e.g., computers), or (ii) grants that are tied directly to such purposes (e.g., scholarships, support of a library, equipping a classroom, and/or supporting infrastructure).

IEEE Institute-level awards to be funded by an IEEE organizational unit, or one of its sub-units (i.e., Societies, Geographic Units, etc.) shall be funded on an annual basis and budgeted for yearly. In extraordinary situations, units may seek to make a donation to the IEEE Foundation for supporting an award in perpetuity. Such proposed donations require the sequential endorsement by the OU governing bodies and IEEE FinCom and approval from the IEEE Board of Directors.

For contributions in an amount of USD25,000 or less, the same process described above shall be followed, except requests for permission shall be addressed to the appropriate Major Board Vice President or President, as such authority has been delegated by the Board of Directors.

In the case of a contribution to an organization or individual to be selected after permission is granted (as in the case of scholarships, fellowships, grants-in-aid, etc.) the qualifications to be met by the grantee, when selected, shall be stated.

Permission to make contributions on a recurring or continuing basis (such as educational awards and scholarships) requires approval by the Board of Directors, or by a designated Major Board authorized by the Board of Directors.

Single Donor

If the Fund is being supported by a single external donor, no approval from the IEEE Board of Directors or process outlined in the FOM is needed.

Phase Three: Foundation Board

The final step for Fund establishment is IEEE Foundation Board of Director approval. The request will be submitted via agenda item (a template for establishment is attached as Appendix A).

The path is defined by the Fund Type defined in Phase One.

Single Purpose Fund

If the Fund will be established as a Single Purpose Fund, the IEEE Foundation staff will solicit approval from the Vice President, Development. Note, in certain circumstances the VP Development may defer to the IEEE Foundation Board for approval.

Broad Based Fund

If the Fund will be established as a Broad Base Fund, the request for establishment will be submitted to the IEEE Foundation Development Committee. The Development Committee will respond with comments, suggestions and approval/rejections. If approved by the Development Committee, the request can be submitted to the IEEE Foundation Board of Directors.

If approved, the Fund is established and fundraising can begin.