MATCHING FUND Guidelines| April /2012 SC, JK

DEFINITION| Funds which the University adds to a donor’s principal contribution are called Matching Funds. These funds do not exactly ‘match’ the level of the donation but represent a portion of that donation. Matching funds are assigned to specific donor gifts according to the policy outlined below.

RATIONALE|

Matching Funds are used as incentives to potential donors to develop an endowed or annual fund. Matching Funds are designated to scholarships, awards, bursaries, and program areas.

AVAILABILITY OF MATCHING FUNDS|

Matching funds come from two sources:

* VIU institutional matching fund ($137,000 per year) restricted to endowment matching
* Unrestricted funds generated from the Festival of Trees and/or other events or donations for annual fund or endowment matching

MATCHING FUND POLICY|

1. Duties & Responsibilities

The Senior Management Team of the Advancement & Alumni Office is responsible for assigning matching funds.

1. Application of Matching Funds

Matching Funds are disbursed based on availability.

1. Criteria for Selection of Recipients for Matching Funds
2. Matching Funds are applied on a first-come first-serve basis.
3. Preference is given to first-time donors.
4. Sponsorships do not qualify for matching funds.
5. Qualifying organizations or individuals \*
6. individual donors
7. corporations/businesses
8. private foundations
9. service clubs
10. societies
11. VIU employees
12. Application of Matching Funds for Named Endowments
13. VIU may provide one-time matching funds up to 50 percent of the gift to a maximum of $10,000
14. maximum commitment to a single donor for a pledge is $2,500 annually for four years
15. Application of Matching Funds for Named Annual Award
16. VIU may provide one-time matching funds up to $1,000 based on a 3-year pledge
17. maximum commitment to a single donor for $1,000 based on a $2,000 one time gift

*\*Groups not listed above will be reviewed on a case by case basis.\**