Establishing a Project/Fund

A **PROJECT**, as known in CUBS, or a **FUND**, as known in Raiser’s Edge, is required in order to receive and book a gift or a pledge. When a gift or a pledge is received, it must be recorded into the appropriate project/fund. The project/fund designates the purpose for which gifts received will be expended.

**Required Documentation**

Proper documentation is required to establish a new project/fund – either a **Fund Agreement** or a **Form 100**. The form required is dependent on the project/fund type, which is ultimately determined by the purpose for which a donor(s) donates funds. Determining the purpose and required documentation is an initial step in the gift receiving process.

**Which Form is Appropriate?**

The following questions and flow chart will direct you to the proper form – *either* a **Fund Agreement** *or* a **Form 100**.

**Question #1:** Is project/fund going to be an endowment?

- **YES** – A **Fund Agreement** is required.
- **NO** – Proceed to Question #2

**QUESTION #2** – Will these funds benefit students in the form of scholarships, GIAs, Fellowships, Awards, or another form of Financial Aid?

- **YES** – A **Fund Agreement** is required.
- **NO** – A **Form 100** is required.

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**Which Form is Appropriate?**

**Gift/Pledge**

- **Is gift or pledge going into an existing Project/Fund?**
  - **NO**
  - Documentation is required
  - **YES**
    - **Will this be an endowment?**
      - **NO**
      - Will gift/pledge provide student-support?
        - **NO**
        - **A Form 100** is required. (Typically, supports operations or capital accounts.)
        - **YES**
          - **A Fund Agreement** is required.
    - **YES**
      - **Provide Gift Receiving in writing:**
        - Project/Fund Name and
        - CUBS # or RE#