



**TITLE: RESTRICTED FUNDS**

**DATE ADOPTED: 01/07/14**

**REVISIONS:**

**SIGNATURE OF BOARD SECRETARY:**

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**PURPOSE OF POLICY**

To establish guidelines for temporarily restricted funds.

**Local Language**

Restricted funds can be designated to support college programs, services, individual departments, scholarships or other support, as directed by the donor.

**Guidelines**

- a) Restricted funds are officially established when reviewed by the Northwest Florida State College (NWFSC) Foundation staff and accepted by the Executive Director, to ensure consistency with the NWFSC Foundation mission, policies and procedures.
- b) Restricted funds may be established by individuals, corporations, social groups, estates, charitable organizations, families, friends and other entities and wherever possible must designate an individual as a donor representative with whom the foundation can communicate gifts, policies and revisions.
- c) Gifts designated to a restricted fund will not earn interest, dividends, market gains or losses.
- d) Criteria for awarding restricted scholarships can include conditions such as financial need, academic achievement or potential, community service and leadership, pursuit of a particular course of study, residence within a particular locale, membership in a given group, ability at identifiable tasks, or some combination of these. But in no case may conditions for award be capricious or discriminatory within those broad criteria. Scholarship awards may be used for tuition and books.
- e) There is no minimum requirement to establish a new restricted fund.
- f) The Foundation shall be entitled to reasonable compensation to defray the cost of the fund administration for the College. All foundation funds will be assessed an [administrative fee](#).

- g) Contributions can be made to the restricted fund at any time within guidelines established by the Foundation.
- h) Each restricted fund will be reviewed annually by the NWFSC Foundation staff to ascertain its effectiveness. At least every second year, the foundation staff will review the criteria and performance of the fund with donor representative, provided one is identified. Staff will make recommendations for changes in regulations as a result of these reviews.
- i) Exceptions to these policies may be made from time to time by the Executive Director with the concurrence of the Executive Committee.