

FACULTY OF ARCHITECTURE ENDOWMENT FUND

TERMS OF REFERENCE

1.0 Preamble:

The "Faculty of Architecture Endowment Fund" is a fund to be used exclusively by the Faculty of Architecture, as described in the general policy statement adopted by the Board of Governors of the University of Manitoba, June 1986. The fund shall be administered according to the guidelines set out in the attached Addendum.

2.0 Mission Statement:

The Fund shall be used to provide academic enrichment, and to advance the academic and research goals of the Faculty of Architecture as represented by: Architecture, Interior Design, Environmental Design, City Planning, and Landscape Architecture.

3.0 Fund Proponents:

Proposals shall be invited from constituencies related to the Faculty, normally to include: alumni, staff, students, and "Friends of the Faculty".

4.0 Administration of Funds:

The Fund shall be administered by a Committee, whose principal role is to manage the timely request for proposals; objectively adjudicate the responses; and award the available annual endowment monies to advance the mission statement.

5.0 Endowment Fund Committee:

.1 Representation - Appointments to the Committee shall be as follows:

- (2) Undergraduate Student Representatives
- (2) Graduate Student Representatives
- (2) Faculty Representatives
- (2) Professional Association Representatives
- (2) Alumni Representatives (Vice-Chair & Chair)
- (1) Friend of the Faculty

.2 Voting – Each of the above representatives have a single vote (except for the Chair) for a total voting committee of ten (10) persons.

.3 Quorum – A minimum of six (6) voting representatives.

.4 Terms

- Each representative would serve for two (2) years, but staggered with their peer, to provide succession planning, and continuity of constituency representation, should one member not be available.
- The exception to the above would be the Alumni representatives, who would be appointed for four (4) years, the initial two (2) years as Vice-Chair, and the final two (2) years as Chair, their terms would also be staggered, with the longer term providing the benefit of greater experience, continuity, and leadership potential.
- The Friend of the Faculty has the option of a further appointment for an additional two (2) years.

.5 Non-Voting Representatives – Additional representatives are as follows:

- Faculty of Architecture Dean (or designate)
- Faculty of Architecture Administrative Representative – appointed by the Dean to provide record & administrative support.
- Faculty of Architecture Donor Relations Representative – appointed by the UM Donor Relations Office, and who would attend such meetings as either party requests, as well as providing leadership and information on fundraising initiatives.
- Other – additional resource representatives which the Endowment Fund Committee might request to assist in their decision making.

.6 Committee Appointments – Each constituency will elect their own representatives, with the exception of the Alumni and Friend of the Faculty representatives, who are to be elected by the full Endowment Fund Committee voting representatives. Where possible, all disciplines and departments should be represented as well as the intent to achieve gender equity on the Endowment Fund Committee.

6.0 Endowment Fund Committee Responsibilities:

.1 Issue bi-annual invitations for project proposals:

- Issue a Call for Proposals in September to allow lead time for planning, fund-raising, scheduling of student-led proposals, conferences, lectures, exhibitions, events and publications.
- A second Call for Proposals will go out in January.
- The proposal deadline for both calls is March 1st.
- Annually, towards the end of March – Review policy, determine available funds, and adjudicate the award sums. Under extraordinary circumstances, further meetings may be required.

.2 Develop and maintain procedures for soliciting properly documented proposals, for projects to be funded.

.3 Develop and maintain criteria for judging the relative merits of the submitted proposals, and submit a list of selected proposals to the Dean of the Faculty of Architecture.

.4 Prepare a letter of agreement with terms specific to each proposal funded, to be signed by the chairperson of the Advisory Committee and the recipient. In this agreement, the recipient of funding shall be responsible for reporting (prior to year end - March 31) on the outcome of their project or activity.

.5 Provide each proposer with a written record of the Committee's selected proposals.

.6 Prepare and distribute an annual report to include such information as the descriptions of projects approved for funding and the amount of funding for each project. The report will also include an explanation of the Committee's priorities with regards to distribution of Endowment Fund interest revenue.

.7 The EFC will hold a formal strategic review every five (5) years (2020, 2025, etc.), and informally on an annual basis, to ensure timely improvements in it's mandate and governance model.

7.0 Proposal Assessment (Selection Process and Criteria):

All eligible applications will be considered by the Endowment Fund Committee. In selecting the proposals, the Committee will refer to the following guidelines which function as broad indicators of the committee's interests and are not equally weighted:

- .1 Do the proponents have the capability to carry out the proposal?**
- .2 To what extent does the proposal involve direct student inputs, leadership, and influence to peers?**
- .3 To what extent does the proposal benefit a target number of constituent members or the larger community?**
- .4 Does the proposal offer unique, inventing and creative stimulation for the Faculty, and how**

- does it provide lasting value for the Faculty?**
- .5 How does the proposal enhance the Faculty's positive presence within the design community and the larger community?**
 - .6 Have alternate sources of funding been explored, and to what extent will the proponents be able to lever this additional financial support?**

It shall be the prerogative of the Endowment Fund Committee to recommend support of part, or all of a proposal. In some cases, the Committee may recommend that work additional to that outlined in a proposal be carried out. In all cases, the Committee will carefully evaluate the relationship between the activity proposed and the budget established by the applicant to complete the activity. Where it is felt that the grant requested is not supported by the activity proposed, an award of lesser value may be recommended. Provided program conditions are fully met, jointly funded projects may be considered. Negotiation with the applicant to improve some aspect of the proposal or adjust its funding can be done only by the Dean, or the Chair of the Endowment Fund Committee.

8.0 Guidelines for Disbursement of Funds:

A Letter of Agreement (LOA) co-signed by the Chair of the Endowment Fund and the successful recipient will formalize the funding commitment. The LOA will outline the specific purpose for which the funds may be used, unless otherwise stipulated in the LOA. The following criteria must be observed by all Fund recipients:

- .1 The Dean of Architecture is authorized to release funds in accordance with the Letters of Agreement.
- .2 Unless otherwise stated in the Letter of Agreement, funds committed to cover capital expenditures (equipment, supplies, etc.) will be disbursed upon submission of receipts; and funds committed to cover operating expenditures (salaries, consulting services, etc.) will be disbursed upon submission of invoices for services rendered.
- .3 Where final receipts and invoices exceed the amount committed, funds will be disbursed only to the committed amount; where final receipts and invoices comprise less than the committed amount, the receipts and invoices will be paid in full and the remaining funds will revert back to the Fund's Capital Revenue account.
- .4 Where funds have been committed to cover specific capital and operating costs within the same project, over-expenditures in either category not exceeding 10% will be accepted provided the total project costs do not exceed the committed amount.
- .5 Other than the exception stated in point 4, any discrepancies between the request for funding and the Letter of Agreement will be referred for approval to the Endowment Fund Committee by the Dean. Should funds be requested for purposes differing substantially from the purpose for which the funds were committed, the Endowment Fund Committee may decline payment.
- .6 Unless otherwise stated in the Letter of Agreement, final receipts and invoices must be submitted to the Dean of Architecture prior to the first anniversary of the signing of the Letter of Agreement.
- .7 Under extraordinary circumstances, extensions to the one-year deadline indicated in point 6 may be granted by the Endowment Fund Committee. A request for extension must be submitted in writing to the Dean of Architecture not less than 60 days prior to the anniversary of the signing of the Letter of Agreement. The Endowment Fund Committee's decision will be rendered at least 30 days from notification of the request for extension.
- .8 Funds undisbursed at the anniversary date of the signing of the Letter of Agreement will revert back to the Fund's Capital Revenue account. This also applies if a request for extension is not approved by the Endowment Fund Committee.
- .9 The final request for payment must be accompanied by a report acknowledging that the funds

were used in accordance with the Letter of Agreement and outlining the benefits that were realized as a result of the funding assistance.

9.0 Meetings of the Endowment Fund Committee:

- .1 Meetings of the Committee shall be held at the call of the Dean, the Committee Chair, or by the Dean upon the written request signed by any three members of the Committee.
- .2 In the absence of a waiver from all members of the Committee, meetings may be called upon the giving of seven days notice in writing setting out the date, time and place for the meeting.
- .3 Where practicable, an agenda should be sent with the notice calling a meeting.
- .4 The Dean's Office shall provide administrative assistance to the Fund which may include: the coordination of and attendance at meetings; preparation, packaging and distribution of meeting materials; committee liaison; preparation of financial reports; recording of all Committee activities; consultation with the Chair; plus, other responsibilities as prescribed by the committee.
- .5 The Dean's Office shall also provide a member, or mentors, available to all students throughout the year, who wish timely advice and encouragement in the preparation of their proposals.
- .6 The Dean's Office will finance all expenses necessary to support the day to day operation of the Fund's Advisory Committee (pending approval of the projected budget and scope of activities by the Dean).

10.0 Addendum

ENDOWMENT FUNDS IN RESPECT OF FACULTIES AND SCHOOLS OF THE UNIVERSITY

1.0 Preamble

Donations from staff members, students or other benefactors to the University for general or unspecified purposes may be directed by the donor to the University's general endowment fund or to a Faculty or School endowment fund. The former fund is used for University-wide academic enrichment purposes such as funding entrance scholarships, while the latter are used for academic enrichment purposes within a particular Faculty or School.

2.0 Guidelines for Administration

- .1 A Faculty or School Endowment Fund (the "Fund") shall be a University Trust established for the purpose of the general academic enrichment of a particular Faculty or School of the University.
- .2 There shall be no encroachment of the capital of a Fund but investment income earned therefrom may be used, subject to Section 2(b) herein, for such specific purposes as will enhance the academic programs of the Faculty or School; for example, for scholarships, fellowships, lectureships, visiting professorships, and acquisition of equipment and library materials related to research and teaching.
- .3 A portion of the investment income earned annually by a Fund normally shall be added to the capital of the fund in accordance with guidelines and policies established from time to time by the Board of Governors of the University, in order to maintain the value of the Fund.
- .4 Investment income of a Fund available for distribution need not be disbursed in the year in which it is earned.
- .5 Scholarships and fellowships supported by a Fund shall be administered in accordance with the policies and guidelines of the Board of Governors of the University.
- .6 A Faculty or School in respect of which an Endowment Fund has been established shall appoint

an Endowment Fund Advisory Committee.

- .7 Disbursement of the investment income of a Fund shall be effected by the Comptroller of the University on the recommendation of the Dean of the Faculty in consultation with the Faculty Endowment Fund Advisory Committee.
- .8 Notwithstanding any provision herein, the disbursement of investment income from a Fund, and the investment of the capital of the Fund, shall be subject always to the policies, bylaws, guidelines and practices established from time to time by the Board of Governors of the University.

June 1986
Rev. April 1/05
Rev. January 26/2012
Update March 26/2014
Rev. February 18/2015
Rev. May 12/2020