

NEW FUND REQUEST FORM

Please submit to Sarah Abubaker, sabubake@richmond.edu

REQUIRED COMPLETION BY DEVELOPMENT/FCGR

Supporting Information (Must have signed Gift Agreement, MOU, or other supporting documentation):

- Gift Agreement
 MOU
 Other (Please specify and attach documentation):

Briefly describe the purpose of this new fund (Required):

Nature of Restriction

- Unrestricted
 Current Restricted
 Capital
 Endowment
 Planned Gift
 Grant (4201)
 Pending Fund (20115) *expiration 1 year*

Proposed Fund Name

School, Department, or Office

Initial Donor(s)

List in UR Online Giving Form Search? Yes No

Department to Receive Budget Reports (Required):

Initial Gift(s)

- \$ Gift Pledge Received Anticipated Grant
 \$ Gift Pledge Received Anticipated Undetermined

Estimate of Projected Gifts

- # One-time gift/initiative
 \$ Ongoing in future years
 (indicate projected giving each year)

Requested By

- Requestor Name:
 Date:
Requestor Signature:

ADVANCEMENT OPERATIONS / FINANCE USE ONLY

FUND NUMBER (Finance)

FUND NAME (Finance)

FUND ID (Advancement)

FUND DESCRIPTION (Advancement)

FUND CATEGORY (Used for VSE)

- Academic Division Endowment
- Academic Divisions
- Athletic Endowment
- Athletic Intramural Endowment
- Athletics
- Athletics Intramural
- Endowment/Unrestricted
- Faculty/Staff Comp Endow
- Faculty/Staff Compensation
- Library
- Library Endowment
- Loan Funds
- Non-Gift
- Operations and Maintenance Endow
- Operations and Maintenance
- Other Restricted Endowment
- Other Restricted Purposes
- Property
- Public Service & Extension
- Public Service Endowment
- Research
- Research Endowment
- Student Financial Aid
- Student Financial Aid Endow
- Unrestricted

FRG REPORTING LEVEL 2

- A&S
- Unrestricted
- Business
- Jepson
- Law
- SPCS
- Other
- Athletics
- Faculty Support
- Fellowships *(if endowed fund)*
- Financial Aid
- Program Support
- Student Support
- Capital Projects
- Facilities
- Gifts in Kind
- Naming
- Grant or Award
- Pending

FRG REPORTING LEVEL 3

- (Only applies to Annual Fund)*
- Fellowships *(if annual fund)*
 - Financial Aid
 - Other
 - Other Current Use
 - Richmond
 - SPCS
 - UG
 - Westhampton

SCHOOLS AND UNITS

- Athletics
- Student Activities
- School of Arts and Sciences
- School of Business- Undergrad
- School of Professional & Continuing Studies
- School of Leadership Studies
- School of Law
- School of Business-Graduate
- Richmond College
- Westhampton College
- Other

FUND TYPE (Top level of FRG)

- Annual Fund
- Capital
- Endowment
- Grants and Awards
- Pending
- Non-Gift **(EVENT)**

CAMPAIGN

- Building
- Endowment - Scholarships
- Endowment - Other
- Current Restricted – Scholarships
- Current Restricted – Other
- Current Unrestricted
- Naming Funds
- Event **(Non-Gift)**

Callaghan/ Hughes/Wamsley/ Approval Signature / Date

Business and Finance Representative Signature / Date