

Awards



vancouver
foundation

How to create an Award Fund

Vancouver Foundation can help walk you through the process of creating your Award Fund. We will provide you advice and act as trustee of your Fund, taking care of the financial administration.

Here are some of the steps you will want to think through as you establish a Fund.

1) Decide what type of Award Fund you would like to create.

You can choose from three types of Award Funds.

- a **Scholarship** to support students based on merit
- a **Bursary** to help students in financial need pay for their education
- a **Prize** to reward a specific behaviour or achievement, in school or in life.

2) Determine the criteria for your Award

You will need to specify criteria for your Award. If you are setting up a scholarship fund, you may want to target students with the top marks in a particular school or in a subject area. If you are setting up a bursary to help a student in financial need, you may decide the student has to achieve a particular grade point average. Lastly, if your award is a prize, you may wish to recognize someone for outstanding community/volunteer service. The criteria is up to your interests and goals, but we can offer guidance and advice on what others have done.

3) Decide who will handle applications and select your recipients.

Vancouver Foundation handles the financial administration of your Award, but you will want to choose an organization to handle your Award's applications and select your recipients. If your Award is targeted towards a particular school or post-secondary institution, they will likely be able to administer your Award. If your Award is a prize, you may find an association or organization that will administer your Award. We recommend choosing an organization that already has an Award program in place as there is a greater likelihood of smooth and steady processing of your Award. Vancouver Foundation has already established relationships with many institutions in BC and can help facilitate the process.

You may also be able to create a new selection committee at the organization of your choice, but it will require approval from Vancouver Foundation. Please consider that the selection committee members are required to be at arm's length from each other and the Award recipients.

4) Decide the size and type of the Award

Some organizations require a minimum commitment of \$500 to \$750 per year for them to handle your applications.

In the case of a Scholarship or Bursary, you may also want to consider offering a renewable Award, so the student who receives it can have ongoing support throughout their education. Awards that continue from year-to-year have a high impact on the student and give you an opportunity to follow their academic progress.

5) Create a Terms of Reference document for your Award

Your Award criteria should be discussed and agreed upon with the organization who will give out your Award. You should create a Terms of Reference document with your administrator that outlines who your Award is targeted to, the criteria for your Award and the amount.

6) Determine your payment procedures

At Vancouver Foundation, you can choose from the following payment procedures in consultation with your Award administrator.

A) You can pay the recipient directly with a Certificate of Registration (COR)

This method ensures that funds are used for the intended purpose. Another advantage of this method is Vancouver Foundation can communicate with the student directly about the origin of the Award.

Vancouver Foundation sends a Certificate of Registration (COR) to the student (or the Award administrator for presentation to the student). The post-secondary institution confirms registration on the COR to Vancouver Foundation and the Foundation pays directly into the student's account at the post-secondary institution.

B) You can have Vancouver Foundation pay the Award administrator who will pay the student

Vancouver Foundation grants the money to the Award administrator, who pays it directly to the student. This can be a credit to the student's account and/or cash to the student, depending on the administrator's policies and procedures.

Conclusion

We will lend you our experience and expertise, and provide advice as you establish and manage your Award Fund. We have a long history of managing Award Funds for individuals, educational institutions and businesses in BC.

You can determine your level of involvement. For example, you may be invited to present your Award directly to the student(s) and meet the students who receive your awards. Or you may wish to be anonymous. We will create the Fund to meet your needs and will copy you on all correspondence about your Award.

We hope this helps answer some of your questions about creating an award fund at Vancouver Foundation. Please call us if you have any further questions.