# THE [insert name] FUND

These rules are to outline the purpose of the bequest/donation and the terms on which the funds are to be spent. Please refer to the original Will or the original documentation/letter received outlining the terms on which the funds have been given.

Consult with Legal Services Branch to ensure Rules comply with the terms of the trust.

**Background**

[Set out background re establishment of fund here]

**Rules**

1. The fund shall be known as “The [Insert Name] Fund” (the **Fund**).
2. The purpose of the fund is to [insert] (**Purpose**).
3. The Fund is a non-endowed fund of the University and shall be managed in accordance with the University’s policies and procedures.
4. The capital of the Fund shall be used for the Purpose. Specifically, to [insert – try to be as specific as you can – ie what sorts of things can be included ie research? Salaries? What things must be excluded? Ice computer equipment? Lab equipment? Buildings?].
5. All expenditure must be approved by the [delegated authority].
6. The [delegated authority] will make recommendations to the [delegated authority ie HOS?] for expenditure from the Fund. The [delegated authority ie HOS?] may approve none, some or all of the recommendations.
7. The Fund shall be administered by [Insert School/Area].
8. The University may vary these rules from time to time in a manner consistent with the University’s legal obligations and policies.

Approved:

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| Deputy Vice-Chancellor & Vice-President (Academic/Research), Professor [NAME] | Date: |