

## **University of Baltimore Foundation Fund for Excellence Committee Charter**

UBF's Board committees provide an organized, focused and concrete means for Board members to utilize their expertise and their experience to assist the Foundation and the University of Baltimore in achieving their goals of providing innovative educational experiences in the applied liberal arts, public affairs, law, and business in such a way as to meet the needs of UB's diverse population.

### **Fund for Excellence Committee Description:**

The Fund for Excellence Committee plays an important role in ensuring that unrestricted funds raised for the *Fund for Excellence* by the Office of Institutional Advancement are used to advance the mission of the University of Baltimore. The Committee was created to allow the UBF Board and UB to have input into the way funds are expended, while maintaining a pool of funds that can be used to support various projects and initiative that are consistent with broad UB goals and strategies. The funds raised will be used to provide funding as grants for: 1) expansion of existing academic programs; 2) as seed funding to implement new and innovative academic programs; 3) special one-time projects or initiatives; and, 4) University wide needs. Examples include, but are not limited to, the following:

- innovations in teaching and learning,
- projects providing unusual or exemplary experiential learning opportunities,
- projects leading to exemplary research, applied research, or creative activity,
- projects promoting student engagement and/or developing unique co-curricular activities, and
- facility projects enhancing the campus environment.

As a general rule, grants are limited to a maximum of \$25,000 and are not to exceed two budget years. A grant request exceeding \$25,000 or two budget years will require additional approval of the Foundation's Executive Committee.

The Fund for Excellence Committee will meet on a tri-annual basis (or more frequently as needed). Committee members will be responsible for deciding if the proposal will be approved or denied.

### **Committee Members:**

The Committee will be comprised of at least three members of the Foundation Board and may include members of the Baltimore philanthropic and corporate communities. In addition, the Provost of the University, the Foundation's Executive Director and Chief Financial Officer may serve as *ex-officio*, non-voting members of the Committee.

**Proposal Process:**

- The Fund for Excellence grant application form will be made available to UB faculty and staff by contacting the Foundation office or by accessing a link found on the UBF and UB websites.
- The grant application form will include the deadlines for submission and proposal guidelines. The form will also include a detailed budget section that will describe the cost and sustainability plan of the proposed project or initiative. If the project or initiative is ongoing, the proposal will need to include a detailed explanation (plan) as to how the ongoing project or initiative will be funded from other sources.
- Each grant application must be reviewed, commented on, and endorsed with signature by the dean and the provost (if it involves an academic division request), or the appropriate senior vice president (if it involves a non-academic request). It will be the responsibility of the endorser to communicate the proposal to the University President and University Executive Committee to ensure the project or initiative is consistent with broad UB goals and strategies.
- Each grant application will be reviewed by UBF staff to ensure that all pertinent information is included before it will be distributed to Committee members.
- At the meeting of the Fund for Excellence Committee, applicants may be asked to give a brief presentation on their proposal to the Committee.
- Following the presentations, Committee members will determine which grant proposals will be funded. Applicants not funded will be provided with a brief rationale and, where appropriate, feedback to enhance the grant application.
- The recipients of the grant proposals will be notified and will be provided with a grant agreement and reporting schedule. Quarterly progress reports or updates may be requested by the Committee. A detailed narrative and financial report will be due to the Committee one year from the time the funds are awarded.