



Request to Invest in a Fund Functioning as an Endowment (FFE) Form

Investing in a Fund Functioning as an Endowment (FFE) is one way for units to improve their long-term financial stability. To request to invest in an FFE (either to create a new FFE or to add to an existing FFE), submit this FFE Investing Request form. Prior to submitting this request, please ensure the following requirements are met:

- Investment amount meets minimum level of \$500K for a new FFE or \$100K if adding to an existing FFE
- Reserve balances (after investment in an FFE) are at an acceptable level for fiscal stability
- Unit is not projecting a deficit for either their forecast or operating budget, and did not sustain a deficit in the last full fiscal year (on current funds, excluding C&G)
- Funds being invested are not considered campus core funds, which includes tuition and student fees

Please note that an FFE created from an unrestricted fund shall remain unrestricted along with its payout, regardless of the intent of the unit to use it in a more specific way. In the same manner, an FFE created from a restricted fund retains the same restrictions as the original fund. All campus created FFE's are invested in the Regents Endowment Pool.

Reason for FFE investment:

Are you requesting investment in a:

☐ New Fund (min. \$500K)

☐ Existing fund (min. \$100K, please provide fund #): _____

Fund(s) requesting to be invested:

Fund Code (to FFE)	Fund Description	Fund Terms	FundG1 Attribute	DeptID Code	Amount (to FFE)

In order to ensure that we have your division's support and to clarify responsibilities, please acknowledge the following items by signing in the spaces provided:

	Executive Signature (Dean/VC)
I understand and accept the market risk attendant upon investing in the General Endowment Pool (GEP).	
I understand investments are expected to remain in the GEP for a minimum of 5 years, and withdrawals will be allowed only under exceptional and unforeseen circumstances.	
I agree that, based on my financial manager's projection of our financial position, there will be no need to withdrawal any portion of the FFE principal for at least 5 years.	

Please submit a signed copy of this form to dfi_concierge@berkeley.edu. Office of Financial Planning & Analysis will coordinate efforts with UDAR. UDAR will ensure that the requested investment is allowed by the original gift(s) being invested (if any). The Finance Committee will approve on behalf of the University. If approved, UDAR will also carry out the investment and creation of a new fund.

Requested by:

Name: _____
Title: _____
Division: _____

Date

Approved by:

Name: _____
Title (VC or Dean): _____
Division: _____

Date

Name: _____
Title: _____
Fund Stewardship and Compliance, University Development and Alumni Relations (UDAR)

Date

Name: _____
Title: _____
Financial Planning & Analysis, Office of the VC of Finance & CFO

Date