



2024 Award Guidelines

Despite ever-increasing program expenses, we have never raised registration rates. Rather, we rely on the generosity of donors and funders to keep all programs accessible and affordable for all women.

Before moving forward with establishing a restricted fund, consider making an unrestricted contribution to the WiM Education Foundation (WiMEF) instead.

Although scholarships do provide a benefit for a select few women, unrestricted gifts have the greatest impact by keeping registration rates low for ALL participants, ensuring that every woman has the opportunity to advance her manufacturing career.

Donors can establish a fund that awards free or reduced registration for participants of WiMEF's education programs. Although not technically a scholarship, these awards do function like a scholarship by covering all or part of a participant's registration fees.

A minimum commitment of \$40,000 is required to establish a separate, named fund with defined award guidelines. You can determine the selection guidelines and, as long as there is no conflict of interest, assist in recommending the awardees.

If you decide to establish a scholarship-type fund, WiMEF staff will gladly discuss opportunities and expectations. Below are some guidelines to consider:

To establish a specific, named fund with distinctive requirements for awardees, a minimum gift commitment of \$40,000 is required. The gift may be payable at once or in regular installments over a period not to exceed three years. No distributions will be made until the minimum amount of \$40,000 has been deposited to the fund.

Donations are tax-deductible as permitted by law, and can be made from corporate gifts, foundation grants, or donations from individuals.

If the donor(s) fails to meet the \$40,000 minimum or fails to honor the original commitment for any reason within a three-year period, WiMEF retains the right to transfer existing assets from the fund to another existing fund or to WiMEF operations, using appropriate judgment with respect to the donor's original intention and WiMEF's organizational priorities.

Contributions less than \$40,000 and without a commitment to meet that threshold within three years, will not be returned to the donor(s) and will not be distributed as individual awards. Rather, those funds will be applied at the organization's discretion to another existing fund or to WiMEF's general fund.

WiMEF will withhold a minimum fee of 15% of the total fund for administrative costs. Administrative costs include but are not limited to program promotion and process implementation, application and nomination process, award announcement, award disbursement, accounting, and reporting.

WiMEF retains the right to adjust this fee up or down in circumstances where the burden of administration is more or less than average, with a goal of achieving the donor's goals and intentions while minimizing administrative impact on WiMEF staff.

The fund will not exist in perpetuity. WiMEF staff will work with the donor to establish a clear timeline for distribution of all award funds.

Funds will be held in a separate account and any interest accrued on funds belongs to the WiMEF and may be used solely at the organization's discretion.

Awards will not be provided directly to the participant, so no funds will be transferred to the individual. Rather, they will be deducted from the fund and applied as a credit for the participant to register for the program.

Awards may be applied to any of the WiMEF education programs, at the donor's discretion per the agreed-upon criteria in establishing the fund.

Per WiMEF policy, refunds are not permitted for any reason.

Awards must be granted on an objective and nondiscriminatory basis, meaning the award may have specific eligibility criteria, but the criteria must be broad enough that the award recipient can be classified as part of a charitable class (i.e a group that is large enough such that providing assistance to a select few members will benefit the entire community).

Donors must meet with WiMEF staff prior to establishing a fund. At that time, staff will work with the donor to establish parameters of the fund including but not limited to:

1. Intended award recipients and programs
2. Size of award fund
3. Timeline for fund establishment and award distribution
4. Eligibility requirements and selection process
5. Fund name
6. Reporting requirements

Anyone interested in establishing a fund should contact Gretchen Moore, Executive Director at gmoore@womeninmfg.org.

Updated 1/29/2024