

Fund Guidelines

The Women in Manufacturing Education Foundation (“WiMEF”) is committed to maintaining accessible program pricing for all participants. To support this goal, WiMEF prioritizes unrestricted contributions, which provide the greatest flexibility and broadest impact across all programs.

Donors considering a restricted, scholarship-type fund are strongly encouraged to consider making an unrestricted gift, which enables WiMEF to keep registration rates affordable for all participants.

While restricted funds may support individual participants through free or reduced program registration, unrestricted gifts maximize overall impact by benefiting the full participant community.

Establishment of Award Funds

WiMEF may permit the establishment of a restricted fund to support participant registration costs (an “Award Fund”), subject to the following terms:

- A minimum commitment of \$40,000 is required to establish a named Award Fund with defined criteria.
- Commitments may be fulfilled in a lump sum or in installments over a period not to exceed three (3) years.
- No awards will be issued until the full \$40,000 minimum commitment has been received.

All contributions are irrevocable and non-refundable and are tax-deductible to the extent permitted by law.

Failure to Fulfill Commitment

If the donor fails to meet the \$40,000 minimum commitment within three (3) years:

- WiMEF reserves the right, at its sole discretion, to reallocate any contributed funds to another fund or to general operations.
- WiMEF will make reasonable efforts to honor the donor’s original intent, but retains final authority over all fund use.

Contributions below \$40,000 without a formal commitment to meet the minimum within three (3) years:

- Will not be returned, and
- Will be applied at WiMEF’s discretion to another fund or general operations.

Administration and Fees

WiMEF will retain a minimum administrative fee of 15% of the total fund.

Administrative costs include, but are not limited to:

- Program promotion and outreach

- Application and nomination processes
- Selection and award administration
- Financial management, accounting, and reporting

WiMEF reserves the right to adjust the administrative fee based on the complexity or burden of administration.

Fund Management and Duration

- Award Funds are non-endowed and not perpetual.
- WiMEF and the donor will establish a defined timeline for fund distribution.
- Funds may be held in a separate account; any interest earned remains the property of WiMEF and may be used at its discretion.

Award Structure and Disbursement

- Awards will be applied as a credit toward program registration; no funds will be distributed directly to participants.
- Awards may be applied to WiMEF programs as outlined in the fund agreement.
- All awards are subject to WiMEF program policies, including registration and transfer policies.

Selection Criteria and Compliance

- Awards must be granted on an objective and nondiscriminatory basis.
- Eligibility criteria must define a charitable class, consistent with applicable IRS guidance.
- Donors may provide input on selection criteria and may recommend candidates; however, WiMEF retains final authority over award selection to ensure compliance and avoid conflicts of interest.

Donor Engagement and Fund Setup

Prior to establishing an Award Fund, donors must meet with WiMEF staff to define fund parameters, including:

1. Program(s) supported
2. Total fund amount and payment schedule
3. Distribution timeline
4. Eligibility criteria and selection process
5. Fund name
6. Reporting expectations

Contact

For more information, please contact:
Gretchen Moore, Executive Director
gmoore@womeninmfg.org