



Policy Number	10.1.1
Approval Body	Executive Committee
Policy Officer	VP Finance + Administration
Approval Date	January 2001
Review	2012

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## 10.1.1 MANAGEMENT OF ENDOWMENT FUNDS

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### ENABLING POLICY

10.1 Investment of Endowment Funds

### PROCEDURES

Emily Carr University of Art + Design (University) will maintain the purchasing value of endowed gifts against inflation and the vagaries of the economy.

1. Unless the donor has specified otherwise, new endowments greater than \$50,000 will initially be invested for a **3-year** period with all interest earned being capitalized to allow for growth of the endowment. New endowments between \$5000 and \$50,000 will initially be invested for a **5-year** period with all interest earned being capitalized.  
  
Capitalization on mature endowments shall be 10% of the income earned by the endowment. The uncapitalized portion of the income earned shall be available for disbursement.
2. The minimum dollar value of a designated endowed gift for any purpose shall be \$5000. Endowed gifts will remain as designated by the donor for a period of **10 years** from the date of receipt of funds by the University. At the conclusion of the ten-year period, the University will discuss with the donor the needs of the University with a view to changing the designation of the endowment, if necessary.
3. The donors of any designated endowed funds received by the University, prior to the enactment of this policy will be informed of this policy, and where appropriate, be invited to upgrade and review their initial gift designation.
4. Endowed gifts of less than \$5000 will be placed in the University's general endowment fund for distribution in accordance with the needs of the University.
5. An annual report of endowment fund balances and expenditures will be prepared for the Board and donors.
6. The criteria outlined above shall be reviewed as necessary.