

Steps to Establishing and Awarding an Endowment

1. Complete an Endowment Intent Form once a minimum of \$5,000 is donated.
2. The funds will be held on deposit at the Foundation.
3. Once 75% of the initial \$25,000 minimum is met, the official MOU will be written by the Executive Director of AAMU Foundation and fully executed with your signature. At this time, you will set the criteria for your scholarship--i.e. field of study, GPA, geographical component, etc.
4. Upon the last payment towards the \$25,000 minimum, the funds will be fully invested with an investment firm.
5. A scholarship account will be created at AAMU Foundation and a fund number will be assigned at that time.
6. Your scholarship account will incur a 5% administrative fee annually.
7. One year after being fully vested, the investment firm will remit a check to AAMU Foundation for **only the interest earned** on the principal. This is the scholarship award amount. The principal (or initial amount donated) will never be used.
8. The scholarship will then be advertised, students will apply with the foundation or designated campus department, and the foundation will award the scholarship.

*The year end return will be based on market value.

*If you work for a company that offers a matching gift program, please contact your employer to select Alabama A&M University as your charity of choice. We will then work with your matching gift company to verify and confirm the gift match.