

GIFT TO ESTABLISH FUND

- Check for \$ _____ payable to Sacramento Region Community Foundation
- Marketable securities: _____ shares of _____ stock
- Mutual funds
- Real estate
- IRA/retirement plan/insurance policy
- Will/bequest/trust (*Please provide a copy of the relevant portion of the document.*)
- Other (please describe) _____

INVESTMENTS

*Please refer to **Fund Terms and Conditions** for more information on Investment policies.*

This Fund is an:

- ENDOWED FUND** – fund will be permanent; it will be invested to provide an annual amount that will be spent to carry out the fund’s charitable purpose in perpetuity.
- EXPENDABLE FUND** – fund may make grant distributions until all fund assets are exhausted. A minimum balance of \$500 is required to keep this fund open.

If you checked Expendable Fund, please choose one of the options below. You may select the investment option that closely matches your timing for making grants.

- SHORT TERM PORTFOLIO** – provides a high level of liquidity for funds with short-term grantmaking strategies (spending horizon of 1-3 years)
- INTERMEDIATE TERM PORTFOLIO** – balances mild liquidity needs with a reasonable level of expected appreciation over full market cycles (spending horizon of 3-5 years)
- LONG TERM PORTFOLIO** – mirrors the endowment investment strategy as closely as possible with the intention of maintaining assets within the pool for a longer time frame (over 5 years)

DESIGNATED ORGANIZATIONS

Please indicate the charitable organization(s) you wish your Fund to support. If more than one organization is supported, percentages must total 100%. If your Fund is endowed, the amount distributed will be the amount made available to spend, as determined by the Foundation's spending policy. (If additional space is required, please see Special Instructions section.)

1. _____ % 2. _____ %
3. _____ % 4. _____ %

SUCCESSION PLAN

In the event that any of the organizations you have designated for support dissolves or ceases to exist, you may request that the portion be redirected in one of the ways set out below.

- To the remaining organizations.
- To the organization that most closely matches the original designee.
- To the following nonprofit organization(s):

- To benefit organizations conducting charitable work in the following "field of interest" (you may indicate purpose and/or geographic area):

- To organizations addressing the community's greatest needs through the *Community Impact Fund*, as determined by the Foundation's Board of Directors
- To help continue the Foundation's work well into the future through the *Friends of the Foundation Endowment*.

SUPPORT FEES

Please refer to **Fund Terms and Conditions** for more information on Fee policies.

Support fees are determined by the level of service required to administer this Fund as well as by the amount in the Fund, and are initially set at the time the agreement is signed. Fees reflect whether the funds are assessed on a per-grant basis or annually on a percentage of the annual fund balance. If the annual percentage applies to the Fund, the fee is calculated monthly and paid directly to the Foundation from the Fund on a monthly basis. The minimum annual Support Fee on Designated Funds is \$250.00.

To be completed by the Foundation:

The annual Support Fee for the _____ Fund shall be the greater of \$250.00 or either of the following [_____ % of the fair market value of the Fund per annum/ _____ % of distributions from the Fund].

- I have included a gift to the Fund at Sacramento Region Community Foundation in my estate plan. (Please provide a copy of the relevant portion of the document.)

ONLINE ACCESS TO FUND INFORMATION

All Fund Contacts are automatically signed up for the Foundation's donor portal, a secure online fund management service. Fund Contacts are able to view fund information at any time. Instructions to access the portal are emailed to each Contact.

SUPPORTING THE FOUNDATION

The Foundation's operating expenses are covered by modest Support Fees and the generosity of caring donors. We invited you to consider a contribution to the *Friends of the Foundation Endowment* to support the Foundation's operations. Your gift will ensure that the Foundation will continue to be responsive to community needs and work toward expanding philanthropy in this region. If you would like to support the *Friends of the Foundation Endowment*, please select one of these two options.

- _____ % or \$ _____ annually
- One-time gift of \$ _____

PLEASE TELL US HOW YOU LEARNED ABOUT THE FOUNDATION

- My Advisor _____
- Current Fundholder _____
- Foundation Board/Former Board _____
- Foundation Staff/Visibility _____
- Website _____
- Mailing _____
- Capital Public Radio _____
- KVIE Public Television _____
- Lodi Community Foundation _____
- Yolo Community Foundation _____
- Other _____

PROFESSIONAL ADVISORS

Many donors open funds with the Foundation with advice from an attorney, accountant, financial advisor, or other professional. These individuals may also be involved in the transfer of assets into your Fund. It is helpful to know who these advisors are. (Contact information is not shared outside the Foundation.)

ADVISOR 1

 Name

Type of Advisor (check one)

Attorney CPA Financial Planner Other

 Name of Firm

 Business Address

 City

 State

 ZIP

 Business Phone

 Business FAX

 Email Address

ADVISOR 2

 Name

Type of Advisor (check one)

Attorney CPA Financial Planner Other

 Name of Firm

 Business Address

 City

 State

 ZIP

 Business Phone

 Business FAX

 Email Address

SPECIAL INSTRUCTIONS

Please provide any additional information or instructions pertaining to your Fund.

TERMS AND CONDITIONS

TAX STATUS OF CONTRIBUTION

Funds established at the Sacramento Region Community Foundation (“Foundation”) and its affiliates are component funds of the Foundation, a Section 501(c)(3) public benefit corporation. All contributions to the Foundation’s funds are treated as gifts to a Section 501(c)(3) public charity and are tax-deductible, to the extent allowed by law, subject to individual and corporate limitations. Acceptance of all gifts is subject to the provisions of the Foundation’s Gift Acceptance Policy. Any assets contributed to funds at the Foundation, once accepted by the Board of Directors of the Foundation, represent unconditional and irrevocable gifts and are not refundable. Legal control and responsibility for the funds rest with the Foundation.

VARIANCE POWER

All funds established at the Foundation are subject to the Foundation’s “variance power,” as set forth in its Bylaws. Variance power grants the Foundation’s Board of Directors the power to modify any condition or restriction on the distribution of funds for any specified charitable purpose or purposes, or to a specified organization or organizations if, in its sole judgment (without the necessity of the approval of any other party), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community or area served by the Foundation.

INVESTMENT OF ASSETS

All assets contributed to funds established at the Foundation are invested in the Foundation’s investment pools and are managed in accordance with the Foundation’s Investment Policy Statement (IPS). A copy of the Foundation’s current Investment Policy Statement is available upon request.

For the purposes of investments, the Foundation does not segregate the assets of any single fund from the assets of the Foundation’s other component funds, but will keep a separate account of the fund’s assets, and the fund’s proportionate share of all investment earnings and investment fees applied to the fund. In establishing a fund, the donor acknowledges that the investments in the fund are subject to market and interest rate fluctuations. All investment returns are reported net of all investment fees.

All endowed funds are invested in the Foundation’s endowment pool. For expendable funds, the Donor may select from a number of expendable pools. The asset allocation of these pools is geared towards the donor’s spending horizon for the fund. Annually, the donor may select to move to a different pool.

SPENDING RULES

Endowed funds: The spending policy for endowed funds, contained in the IPS, utilizes a formula to determine the amount available to grant from a fund each year. It is designed to maintain a level of current spending while preserving the endowment in order to support future spending. The Foundation shall appropriate for expenditure, for the purposes for which the Fund is established, so much of the Fund as the Foundation deems prudent, in accordance with the Uniform Prudent Management of Institutional Funds Act (UPMIFA) (as amended from time to time) and the Spending Policy adopted by the Foundation (as amended from time to time).

The amount available to spend (ATS) is determined by calculating the rolling average fair market value of the Fund over the previous 12 quarters (or since inception for funds less than three years old). This rolling average is then multiplied by the current spending percentage to arrive at the amount available to spend from the Fund in the following year. The Board reviews its spending policy annually, and may increase or decrease the percentage available to spend. **As of the approval date of this agreement, the spending policy is 4%.**

Endowed funds established before the end of the third quarter (September 30) will have an ATS amount as of January immediately following the establishment of the Fund. Endowed funds established during the fourth quarter will not have an available to spend amount in the January immediately following the establishment of the Fund, but they will have an ATS amount the next January.

Expendable funds: The current balance of an expendable fund (excluding uncleared checks and pending stock transfers) must be adequate to cover the distribution amount and any current applicable Support Fees. A required minimum balance of \$500 must remain in the Fund in order to keep the Fund open.

GRANT DISBURSEMENTS

In order to qualify for a grant from a Foundation fund, the proposed grantee must be a qualified charitable recipient, and the proposed grant must be consistent with the Foundation's charitable purposes. Grants may be made to any 501(c)(3) organization or verified charitable entity (e.g., schools, colleges and universities, religious institutions, town and municipal governments, police departments, etc.) located in the United States.

Grant checks sent to organizations are accompanied by a Foundation letter specifying the name of the Fund unless requested otherwise by the Founding Donor and as approved by the Foundation. Grants made from funds at the Foundation are issued on checks with the name of the Foundation.

RESTRICTIONS ON GRANTS

In compliance with the Internal Revenue Code, grants are not permitted for non-charitable purposes; for political contributions or to support political campaign activities; or for any purpose that would provide benefits, goods or services to a Donor to the Fund, the Fund's Advisor(s) or other related parties. A Fund Advisor is subject to IRS penalties if the Fund's Donor(s), Advisor(s), or other related parties receive benefits, goods or services in connection with a grant recommendation. This includes grants to satisfy pledges made by any person, including a Fund Advisor, and non-deductible (or partially tax-deductible) memberships, event tickets, sponsorships, registration fees in tournaments, and cause-related marketing activities.

Grants are not allowed to Private Foundations.

FUNDRAISING

Additional gifts may be made directly to a fund at any time. Donors contributing to Foundation funds have the option to donate via credit card. The Foundation reserves the right to deduct the credit card fee from the donation. For liability reasons, fundraising events cannot be held in the name of a Donor Advised Fund, nor can the Foundation pay event vendors out of a charitable fund. A copy of the Foundation document Policies and Guidelines for Promoting Funds of the Community Foundation will be made available on request.

FEES AND FUND MINIMA

As a nonprofit public benefit organization, the Foundation supports its work on behalf of fundholders and the community by charging Support Fees to manage charitable funds. Within the Foundation, the fees cover fund establishment, gift acknowledgement, investment management, grants administration and individualized donor services, such as research on nonprofit organizations and special requests. For the community, the fees are used strategically to improve lives by initiating or partnering in efforts to address key local issues, paying attention to areas of community need not covered by other organizations. The Foundation's commitment to the local community is what sets the Foundation apart from commercial charitable funds, and all of the fees paid by fundholders stay in the region to support the work that the Foundation does in partnership with fundholders.

The Foundation shall retain reasonable compensation for its services and expenses. Such compensation shall be established by the Board of Directors of the Foundation in the form of annual Support Fees. Fees are determined

by the level of service required to administer the fund as well as by the amount in the fund, and are initially set at the time the agreement is signed. Fund agreements shall reflect whether the funds are assessed on a per grant basis or annually on a percentage of the annual fund balance. If the annual percentage applies to the Fund, the fee is calculated monthly and paid directly to the Foundation from the Fund on a monthly basis.

The minimum Support Fee on funds is \$500.00 for scholarships and \$250.00 for all other types of funds. The minimum Support Fee is effective as of the first full calendar year after the fund's establishment. The Support Fee structure may be amended from time to time by the Foundation board of directors with 45 days' written notice to the Donor. The fee structure for legacy funds, to be established by bequest or charitable trust, will be based on the fee structure in place at the date of funding.

There is no set-up fee to open a fund at the Foundation. Minimum funding amounts are required to establish active funds: currently, these amounts are \$25,000.00 for scholarship funds and \$10,000.00 for all other types of funds. Funds may be established with less than the required minimum provided that the minimum is met within a year of the fund's establishment; grants may not be made from funds until the required minimum is achieved. Fees and minimum fund amounts are not applicable to legacy funds until the funds become active. Expendable funds must maintain a minimum balance of \$500.00 to remain open.

FUND CONTACTS

The **Founding Donor(s)** of a Designated Fund may serve as a **Fund Representative** to access information on the Fund and receive financial statements.

POLICIES

The undersigned have received and agree to the foregoing terms and conditions and to Foundation policies referred to herein.

INDEMNITY

In consideration of the Foundation's creating a Fund at the request of the undersigned individual(s) or entity and for other good and valuable consideration, the undersigned hereby agree to indemnify and hold harmless the Foundation against any liability, cost, or expense which the Foundation may incur by reason of its acting upon instructions or recommendations given to the Foundation by any of the undersigned or by persons authorized to make recommendations with regard to the Fund.

DONOR ACKNOWLEDGEMENT AND SIGNATURES

I acknowledge that I have read the Sacramento Region Community Foundation Terms and Conditions and agree to the fees, terms, and conditions described therein. I understand that any contribution, once accepted by the Foundation's Board of Directors, represents an irrevocable gift to Sacramento Region Community Foundation. The Foundation's Board of Directors has variance power under IRS regulations, and this gift is not refundable to me. I hereby certify, to the best of my knowledge, all information presented in connection with this form is accurate, and I will notify Sacramento Region Community Foundation promptly of any changes.

FOUNDING DONOR 1

Signature

Print Name

Date

FOUNDING DONOR 2

Signature

Print Name

Date

SACRAMENTO REGION COMMUNITY FOUNDATION SIGNATURE

Authorized Signature

Print Name

Title

Date



955 University Avenue, Suite A
Sacramento, CA 95825
TEL 916.921.7723
FAX 916.921.7725
www.sacregcf.org

