

FUND ID

*For internal use only*

PLEASE INDICATE THE NAME OF YOUR FUND

*e.g., Fairytale Town Endowment Fund, etc.*

BRIEFLY DESCRIBE HOW THIS FUND WILL SUPPORT THE CHARITABLE ACTIVITIES OF YOUR ORGANIZATION.

**FOUNDING ORGANIZATION CONTACT**

Please provide the names of the individual and organization authorized to establish this Fund. (For organizations or programs under a municipal agency such as a city, please enter the municipal agency information here.)

**Founding Organization contacts have full advisory privileges, including grant recommendations and other fund administration business.**

Name of Individual Authorized to Establish Fund

Title or Salutation

Organization/Agency

Organization Mailing Address

City

State

ZIP

Preferred Mailing Address (*if different*)  Home  Business

City

State

ZIP

Phone

FAX

Email Address

**FOUNDING ORGANIZATION CONTACT**

Primary or additional contact for the organization supported by this Fund. Select one:

- FUND ADVISOR** – limited advisory privileges, including grant recommendations and other fund administration business
- FUND REPRESENTATIVE** – access to fund information only

Name

Title or Salutation

Organization

Organization Mailing Address

City

State

ZIP

Preferred Mailing Address (*if different*)  Home  Business

City

State

ZIP

Phone

FAX

Email Address

*Fund privileges follow the position at the organization and are transferred to the new position holder. Please notify us of staff and/or board changes.*



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)

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.

*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].

### SUCCESSION PLAN

In the unlikely event that your organization dissolves or ceases to exist, you may request that assets remaining in the Fund be administered in any or all of the ways set out below. The total percentages selected should equal 100%.

**DESIGNATED** – use the Fund’s assets to support the following nonprofit organization(s):

\_\_\_\_\_ %

**FIELD OF INTEREST** – use the Fund’s assets to benefit organizations conducting charitable work in the following focus area(s) (you may indicate purpose and/or geographic area):

\_\_\_\_\_ %

**FRIENDS OF THE FOUNDATION ENDOWMENT** – use the Fund’s assets to help continue the Foundation’s work well into the future.

\_\_\_\_\_ %

### ONLINE ACCESS TO FUND INFORMATION

All Fund Contacts are automatically signed up for the Foundation’s online fund service, **DonorCentral**. With **DonorCentral**, Fund Contacts are able to view fund information at any time. Fund Advisors are also able to submit grant recommendation electronically. Unique login and password information are provided to each Contact.

### 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 recommended 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 or Fund Advisor and as approved by the Foundation. Grants made from funds at the Foundation are issued on checks with the name of the Foundation. The Foundation recommends that grants be a minimum of \$100.00 in order to have impact for the recipient organization.

#### 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 es-

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 all funds is \$500.00 for scholarships and \$250.00 for all other types of funds. **As of the date of this policy, Agency Funds are exempt from Support Fee minima requirements.** 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.

#### ADVISORS AND REPRESENTATIVES

There are three types of advisors for Agency Funds: Founding Organization; Advisor; and Fund Representative.

**Founding Organizations** establishing an Agency Fund have full advisory privileges, including grant recommendations, naming other Advisors, Representatives, and the ability to conduct fund business. A Founding Donor may designate any person over 18 years of age to be an Advisor or Fund Representative on the Fund. **Advisors** have the authority to recommend grants, while **Fund Representatives** have access only to fund information but no fund advisory privileges. No more than four (4) Advisors/Representatives are recommended for any type of fund. Generally, the privileges of Fund Advisor and Representative are transferred to the new position holder upon notification to the Foundation by the Agency.

#### 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](http://www.sacregcf.org)

