



SACRAMENTO REGION
**COMMUNITY
 FOUNDATION**
 INSPIRING PHILANTHROPY

For internal use

FUND ID

ENDOWED
 EXPENDABLE

Nonprofit Fund Agreement

What is the name of your Fund?

e.g., Fairytale Town Endowment Fund

Briefly describe how the Fund will support the charitable activities of your organization.

ORGANIZATION CONTACTS

Provide the names of those authorized to establish this Fund. For organizations or programs under a municipal agency, enter the agency information. All Fund Advisors and Fund Representatives have access to fund information and will receive quarterly fund statements via email and other communications. The Founding Organization Contact is a **Fund Advisor** with full privileges, including the abilities to recommend grants and manage other Fund business. Additional contacts can be Fund Advisors with the same privileges or **Fund Representatives**, who have access to fund information only. *Privileges follow the position at the organization and are transferred to the new position holder; please notify us of contact changes.*

Founding Organization Contact

Name of Individual Authorized to Establish Fund

Title or Salutation

Organization/Agency

Organization Mailing Address

City

State ZIP

Preferred Mailing Address Home Work
(if different from organization address)

City

State ZIP

Phone Home Cell Work

Email Address

Organization Contact 2 (optional)

Select one:

- Fund Advisor
- Fund Representative

Name

Title or Salutation

Organization/Agency

Mailing Address Home Work
(if different from organization address)

City

State ZIP

Phone Home Cell Work

Email Address



Nonprofit Fund Agreement

ADDITIONAL FUND CONTACTS *(optional)*

All Fund Advisors and Fund Representatives have access to fund information and will receive quarterly fund statements via email and other standard communications. **Fund Advisors** have limited advisory privileges including grant recommendations and other fund administration business; **Fund Representatives** have access to fund information only. We recommend no more than four contacts per fund. *Privileges follow the position at the organization and are transferred to the new position holder; please notify us of contact changes.*

Organization Contact 3

Select one:

- Fund Advisor
- Fund Representative

Name

Title or Salutation

Organization/Agency

Mailing Address Home Work
(if different from organization address)

City

State ZIP

Phone Home Cell Work

Email Address

Organization Contact 4

Select one:

- Fund Advisor
- Fund Representative

Name

Title or Salutation

Organization/Agency

Mailing Address Home Work
(if different from organization address)

City

State ZIP

Phone Home Cell Work

Email Address

ADDITIONAL INFORMATION

Your organization's Taxpayer Identification Number is _____.

Please provide a copy of your Board's current corporate authorization resolution.

ONLINE ACCESS TO FUND INFORMATION

All Fund contacts are emailed instructions to access the Foundation's donor portal — a secure, online platform where contacts can view important information, quarterly statements, and grant history. In addition, Organization Contacts can recommend grants through the donor portal.



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GIFT TO ESTABLISH FUND

The minimum gift to establish a Nonprofit Fund is \$10,000. For additional information, see Fees and Fund Minima in the Terms and Conditions.

- Check for \$ _____ payable to Sacramento Region Community Foundation
ACH and wire instructions are available on our website and by request.
- Marketable securities:
Please indicate above the stock symbols and quantities of the securities being gifted. A transfer form for gifts of appreciated stock is available on our website and by request.
- Real estate
To learn more about gifts of real estate, please contact our team.
- IRA/retirement plan
Please consult your financial advisor for gifts related to IRAs.
- Insurance policy
Please provide a copy of your insurance policy for our records.
- Other: _____

PLANNED GIVING

Many choose to include their Fund in their estate plans, a savvy way to leave a lasting legacy and ensure their preferred causes are supported into the future. If any of your agency's supporters have included this Fund in their estate plans, please provide copies of the relevant portions of the documents for our records.

- Yes, our agency's supporters have included this Fund in their estate plans.

SUPPORTING THE FOUNDATION

The Foundation's operating and program expenses are covered by modest Support Fees and the generosity of our donors. As a valued fundholder, we invite you to consider a contribution to support the Foundation's initiatives and services, ensuring that we can remain responsive to community needs long into the future. To make a gift, please select one of these two options:

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

FUND RECOGNITION

- The Foundation may use the Fund name for grants and in Foundation publications.
- This Fund should remain anonymous in grant letters and Foundation publications.



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INVESTMENTS & GRANTMAKING HORIZON

Your philanthropic goals determine what investment options and grantmaking timelines, described below, are most appropriate for your Fund. Please refer to the Fund Terms and Conditions for more information on investment policies.

(Select one)

This Fund is an:

- Endowed Fund:** This Fund will be permanent; its assets will be invested to provide an annual amount that will be spent to carry out the Fund’s charitable purpose in perpetuity.
- Expendable Fund:** This Fund may make grants until all of its assets are exhausted. A minimum balance of \$500 is required to keep this Fund open. If selected, please choose a single investment option that best matches your preferred grantmaking horizon.
 - Short Term Portfolio**
Provides a high level of liquidity for funds with short-term grantmaking strategies. Horizon of one to three years.
 - Intermediate Term Portfolio**
Balances mild liquidity needs with a reasonable level of expected appreciation over full market cycles. Horizon of three to five 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. Horizon of more than five years.

SUPPORT FEES

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 set by the Foundation 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 Nonprofit Funds is \$250.

Support Fees are re-invested into the Sacramento region by way of programs and services that advance the Foundation’s mission. For more information on Support Fees, please refer to Fund Terms and Conditions.

To be completed by the Foundation:

The annual Support Fee for the _____ shall be the greater of \$250 or [_____ % of Fund balance calculated on a monthly basis/_____ % of distributions from the Fund].



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Nonprofit Fund Agreement

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%

- Our Region's Greatest Needs:** Use the assets to advance Foundation-led initiatives to strengthen local communities. _____ %
- Designated:** Use the assets to support the following nonprofit(s):

_____ %
- Field of Interest:** Use the assets to benefit organizations conducting charitable work in the following focus area and/or geographic areas:

_____ %
- Friends of the Foundation Endowment:** Use the assets to support Foundation operations into the future. _____ %

SPECIAL INSTRUCTIONS

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



SACRAMENTO REGION
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Nonprofit Fund Agreement

HOW DID YOU HEAR OF THE FOUNDATION?

- My advisor _____
- Current fundholder _____
- Foundation Board Member/Former Board Member _____
- Foundation staff _____
- Website/Internet Search _____
- Mailing _____
- Capital Public Radio _____
- PBS KVIE _____
- Yolo Community Foundation _____
- Other _____



Nonprofit Fund Agreement

DEMOGRAPHIC INFORMATION

To help us better understand our fundholders and serve the dynamic Sacramento region, we invite you to complete as much of the information below as you'd like.

Contact 1 Name _____ Date of Birth _____

Race *(Indicate all that apply)*

- American Indian or Alaska Native
- Asian Black or African American
- Native Hawaiian or Other Pacific Islander
- White Other _____
- Prefer not to say

Ethnicity *(Indicate all that apply)*

- Hispanic or Latino
- Other _____
- Prefer not to say

Gender Pronouns

- She/Her/Hers He/Him/His
- They/Them/Theirs Other _____
- Prefer not to say

Contact 2 Name _____ Date of Birth _____

Race *(Indicate all that apply)*

- American Indian or Alaska Native
- Asian Black or African American
- Native Hawaiian or Other Pacific Islander
- White Other _____
- Prefer not to say

Ethnicity *(Indicate all that apply)*

- Hispanic or Latino
- Other _____
- Prefer not to say

Gender Pronouns

- She/Her/Hers He/Him/His
- They/Them/Theirs Other _____
- Prefer not to say

Contact 3 Name _____ Date of Birth _____

Race *(Indicate all that apply)*

- American Indian or Alaska Native
- Asian Black or African American
- Native Hawaiian or Other Pacific Islander
- White Other _____
- Prefer not to say

Ethnicity *(Indicate all that apply)*

- Hispanic or Latino
- Other _____
- Prefer not to say

Gender Pronouns

- She/Her/Hers He/Him/His
- They/Them/Theirs Other _____
- Prefer not to say

Contact 4 Name _____ Date of Birth _____

Race *(Indicate all that apply)*

- American Indian or Alaska Native
- Asian Black or African American
- Native Hawaiian or Other Pacific Islander
- White Other _____
- Prefer not to say

Ethnicity *(Indicate all that apply)*

- Hispanic or Latino
- Other _____
- Prefer not to say

Gender Pronouns

- She/Her/Hers He/Him/His
- They/Them/Theirs Other _____
- Prefer not to say



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INSPIRING PHILANTHROPY

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FUND ID

Nonprofit Fund Agreement

TERMS AND CONDITIONS *(Applies to all fund types)*

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%.**



Nonprofit Fund Agreement

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. If the donor desires to keep the fund open, the Foundation's required minimum balance of \$500 must remain in the fund.

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 in order to have impact for the recipient organization.

A Founding Donor or Fund Advisor of a Donor Advised Fund may from time to time, but at least annually, make recommendations to the Foundation concerning the grant distributions exclusively for charitable purposes consistent with the fund's purpose. Recommendations may be approved or denied, in whole or in part, by the Foundation in its sole and absolute discretion.

FUND INACTIVITY

If, despite the Foundation's best efforts to regularly communicate and promote the importance of annual grant disbursements, the Advisor(s) for a Donor Advised Fund have not provided recommendations for distributions of the fund for a period of three years, the Foundation reserves the right to direct a grant equal to the equivalent of the current spending policy percentage to its community impact initiatives. This policy is in accordance with the recommendation of the Council on Foundations regarding inactive Donor Advised Funds.

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.

Donor Advised Fund grants cannot be used to satisfy all or a portion of a pre-existing personal pledge or other financial obligation of the donor(s), advisor(s) or any related parties. Advisors may, however, recommend that a grant be paid out over multiple years, subject to grant approval and annual due diligence.

Donor Advised Funds may not issue grants to individuals or make expense reimbursements, loans,



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FOUNDATION**
INSPIRING PHILANTHROPY

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FUND ID

Nonprofit Fund Agreement

compensation, or other similar payments. This includes checks written directly to an individual or checks written to an entity for the benefit of a specified individual. 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. Support 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 Support Fees 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 Support 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 for scholarships and \$250 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 for scholarship funds and \$10,000 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 to remain open.

ADVISORS AND REPRESENTATIVES

Donor Advised Funds. There are four types of advisors for Donor Advised Funds: **Founding Donor; Fund Advisor; Fund Representative; and Successor Advisor.**

Founding Donors establishing a Donor Advised Fund have full advisory privileges, including the abilities to recommend grants; name other Advisors, Representatives, and Successor Advisors; and conduct fund business such as releasing restrictions on the fund. A Founding Donor may designate any person over 18



SACRAMENTO REGION
**COMMUNITY
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Nonprofit Fund Agreement

years of age to be a Fund Advisor or Fund Representative on the fund. **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) Fund Advisors/Representatives are recommended for any type of fund. Upon the death of an advisor for a Donor Advised Fund, the remaining advisors retain their assigned privileges associated with the fund.

The Founding Donor may also designate any person to be a **Successor Advisor** to exercise the privileges and duties of a Fund Advisor. Successor Advisors may assume the privilege to advise the fund only after the death, resignation, or incapacity of all initial Founding Donors and Fund Advisors named on the fund. Successor Advisors may not appoint further successors. In the event that the Founding Donor has not designated Successor Advisors or a succession plan to make recommendations for the fund after the death or incapacity of the initial advisors, the Foundation's succession plan policy and procedure shall apply and the Foundation shall have no liability to any party for carrying out such policy and procedure.

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.



SACRAMENTO REGION
**COMMUNITY
FOUNDATION**
INSPIRING PHILANTHROPY

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FUND ID

Nonprofit Fund Agreement

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 ORGANIZATION CONTACT SIGNATURE

Signature

Title

Print Name

Date

SACRAMENTO REGION COMMUNITY FOUNDATION SIGNATURE

Authorized Signature

Title

Print Name

Date



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