



Fund 411

Please review information for your specific fund type:

- Endowment Fund
- Pass-Through Fund

ENDOWMENT FUNDS

Endowed Donations will:

- ✓ Build a permanent fund at the Foundation that will remain forever.
- ✓ Grow as the money is invested by the Community Foundation to maximize returns.
- ✓ Provide grants for the charitable purpose stated in the fund agreement.
- ✓ Contribute to a better quality of life for our community.

Endowment Funds held at the Community Foundation provide excellent benefits by:

- ✓ Providing tax-deductible donations under federal tax law.
- ✓ Monitoring the changing conditions of the community to ensure maximum fund impact.
- ✓ Ensuring the best use of each gift through the professional research of the staff and the discernment of the Foundation's Distribution Committee and the Board of Directors.
- ✓ Utilizing monies for the public interest and publicly disclosing all distributions.
- ✓ Managing and administering the endowed funds.
- ✓ Allowing funds to award 4.5% of a 5-year moving average of quarterly market values annually.
- ✓ Giving friends and family the opportunity to make memorial or honorary gifts to the endowment.
- ✓ Lending our credible reputation as the local charitable clearinghouse to your fund.
- ✓ Offering a variety of gifting options including stocks, bonds, property, estates, and electronic donations via credit/debit card.
- ✓ Being transparent and accountable through an annual audit.

Endowment Funds allow us to serve you with our expertise of:

- ✓ Processing all gifts, including a thank-you letter and a tax-deductible receipt mailed to donor
- ✓ Fund and Donor historical record-keeping
- ✓ Current community needs
- ✓ Federal, state, and local regulations

Endowment Funds offer minimal fees with maximum simplicity:

- ✓ An initial donation is required to open the fund.
- ✓ An Annual Fee is processed quarterly and based on the average quarterly balance.
 - 1.5% for endowed funds
 - 2.0% for endowed scholarship funds, plus annual application software cost
- ✓ Quarterly reports will be distributed after March 31, June 30, September 30, and December 31. Any additional reports will be processed for \$5.00 per report.
- ✓ If unusual services are requested and rendered, the Foundation will process a mutually agreed upon fee.

Fundraising for Endowed Funds:

Fundraising for Endowment Funds is made easier with direction provided in the Donor-Initiated Fundraising Procedures packet outlining legal and ethical standards and procedures. A copy will be provided in your Endowment Fund binder after your fund agreement is signed. You may also find the packet on our website www.comfdn.org, clicking on "Forms" and "For Fund Advisors."

PASS-THROUGH FUNDS

Pass-Through Funds will:

- ✓ Allow grantmaking from both the principal and the earnings.
- ✓ Help organizations accept charitable donations while pursuing their official 501(c)(3), non-profit, status.
- ✓ Make significant resources available for community needs, according to the fund purpose.
- ✓ Remain open as long as assets are available in the fund.

Pass-Through Funds held at the Community Foundation provide excellent benefits by:

- ✓ Providing tax-deductible donations under federal tax law.
- ✓ Utilizing monies for the public interest and publicly disclosing all distributions.
- ✓ Giving friends and family the opportunity to make memorial or honorary gifts to the pass-through fund.
- ✓ Lending our credible reputation as the local charitable clearinghouse to your fund.
- ✓ Offering a variety of gifting options including stocks, bonds, property, estates, and electronic donations via credit/debit card.
- ✓ Being transparent and accountable through an annual audit.

Pass-Through Funds allow us to serve you with our expertise of:

- ✓ Processing all gifts, including a thank-you letter and a tax-deductible receipt mailed to donor
- ✓ Fund and Donor historical record-keeping
- ✓ Current community needs
- ✓ Federal, state, and local regulations

Pass-Through Fund Fees:

- ✓ A one-time fee of \$100 is required to open the fund when the fund agreement is signed.
- ✓ An Annual Fee of 3.5% of the average balance will be calculated quarterly.
- ✓ A rate of 3.5% will be charged for each donation made to the pass-through fund, calculated quarterly.
- ✓ Each fund will be allowed twelve (12) disbursements annually. Any disbursements in excess of twelve will be \$5.00 per disbursement.
- ✓ Quarterly reports will be distributed after March 31, June 30, September 30, and December 31. Any additional reports will be processed for \$5.00 per report.
- ✓ The Foundation reserves the right to charge a reasonable termination fee no greater than the annual fee.
- ✓ If unusual services are requested and rendered, the Foundation will process a mutually agreed upon fee.

Fundraising for Pass-Through Funds:

Fundraising for Pass-Through Funds is limited. Please request the Donor-Initiated Fundraising Procedures packet outlining legal and ethical standards and procedures prior to beginning any fundraising activities that will benefit a Pass-Through Fund. You may also find the packet on our website www.comfdn.org, clicking on "Forms" and "For Fund Advisors."



SIGNATURE SHEET

To recommend grants from your Endowed or Pass-Through Fund, two of the following signatures are required:

Fund Name _____

_____ Signature	_____ Printed Name
_____ Title	_____ Email Address
_____ Phone Number	_____ Date

_____ Signature	_____ Printed Name
_____ Title	_____ Email Address
_____ Phone Number	_____ Date

_____ Signature	_____ Printed Name
_____ Title	_____ Email Address
_____ Phone Number	_____ Date

_____ Signature	_____ Printed Name
_____ Title	_____ Email Address
_____ Phone Number	_____ Date

Return this completed form with your signed fund agreement.