

# AGENCY FUND AGREEMENT

Thank you for setting up an agency fund. The fund will be administered by the Greater Kansas City Community Foundation, a 501(c)(3) public charity.

Please complete the attached form and return to [info@growyourgiving.org](mailto:info@growyourgiving.org).

Questions?

Contact **866.627.3440**  
or [service@growyourgiving.org](mailto:service@growyourgiving.org).



1055 Broadway Blvd., Suite 130 | Kansas City, MO 64105  
866.719.7886 | [www.growyourgiving.org](http://www.growyourgiving.org)

# GREATER KANSAS CITY COMMUNITY FOUNDATION AGENCY FUND AGREEMENT

## 1 Agency Information

Agency Name	Doing Business As (If Applicable)		
Address	City	State	Zip Code
Phone Number	Website		
Primary Contact Name & Title	Primary Contact Email		

## 2 Fund Name

Name the Fund as you like.  
Examples: XYZ Charity Foundation, XYZ Charity Fund, XYZ Charity Legacy Fund

Name of Fund

## 3 Type of Agency Fund

You may choose to establish a non-endowed or quasi-endowed Agency Fund. Please select one.

**Non-Endowed:**  
Grants may be made from the **income and principal** of the Fund with the necessary approvals as set forth in Section 4.

**Quasi-Endowed:**  
Grants may be made from the **annual net income** of the Fund with the necessary approvals as set forth in Section 4.

Net income is defined as an amount that is computed annually based upon the Community Foundation's current spending policy (currently 5% of the average past-three year-end Fund balances). If any portion of the net income is not granted in a particular calendar year, the undistributed net income for such year shall be added to principal. It is not your intention to make grants from the principal of the Fund. However, in the event of extraordinary circumstances, the principal of the Fund, up to the entire Fund balance, may be granted.

# 4

## Grant Authorization

Please indicate who may provide approval for grants from the Fund to the Agency in accordance with Sections 3 and 4 of this form.

Grants from the Fund to the Agency may be made upon the Community Foundation's receipt and approval of the written recommendation of *at least two* of the following selected positions. We recommend selecting at least four positions from the list below.

- Agency Board Chair
- Agency Board Treasurer
- Agency Board Secretary
- Agency Executive Director or CEO
- Agency Chief Financial Officer
- Agency Director of Finance
- Agency Development Director
- Other: \_\_\_\_\_

Please list the individual currently occupying each selected position and provide their contact information. These positions will have online access to view fund statements.

**Please note, if the Fund is quasi-endowed, and grants from the principal of the Fund have been recommended, the Agency must provide minutes of a board meeting showing that the request was approved by at least two-thirds of the Agency's Board of Directors.**

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Mr.  Mrs.  Ms.  Dr.  \_\_\_\_\_

**Agency Position** \_\_\_\_\_

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First Name	Middle Initial	Last Name	Suffix
Phone <input type="checkbox"/> Work <input type="checkbox"/> Cell		Email Address	
Address <input type="checkbox"/> Work <input type="checkbox"/> Home		City	State
		Zip Code	

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Mr.  Mrs.  Ms.  Dr.  \_\_\_\_\_

**Agency Position** \_\_\_\_\_

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First Name	Middle Initial	Last Name	Suffix
Phone <input type="checkbox"/> Work <input type="checkbox"/> Cell		Email Address	
Address <input type="checkbox"/> Work <input type="checkbox"/> Home		City	State
		Zip Code	

Mr.  Mrs.  Ms.  Dr.  \_\_\_\_\_

**Agency Position**

First Name

Middle Initial

Last Name

Suffix

Phone  Work  Cell

Email Address

Address  Work  Home

City

State

Zip Code

Mr.  Mrs.  Ms.  Dr.  \_\_\_\_\_

**Agency Position**

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Mr.  Mrs.  Ms.  Dr.  \_\_\_\_\_

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**Agency Position**

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State

Zip Code

Mr.  Mrs.  Ms.  Dr.  \_\_\_\_\_

**Agency Position**

First Name

Middle Initial

Last Name

Suffix

Phone  Work  Cell

Email Address

Address  Work  Home

City

State

Zip Code

**5** Referral Information If someone guided you in the decision to establish the Fund, please provide the following information about your referral.

Name			Organization
Address			Phone
City	State	Zip Code	Email Address

If you did not receive a personal referral, please share how you heard about us.

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**6** Additional Information If you are setting up the Fund for a specific purpose, please describe here.

**Option 1** The assets in the Fund will be managed directly by a financial advisor.

Financial Advisor Name			Firm Name			
Address			Phone			
City	State	Zip Code	Email Address			

Please check here if you would like the financial advisor to have online access to view the Fund.

**Option 2** The assets in the Fund will be invested in the Community Foundation's Investment Pools.  
*(Please note, assets are allocated once a month. Assets will be held in the Money Market pool in the interim.)*

Please select one mix from the mix options listed below, or create your own mix.

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mix Options:	Aggressive	Moderately Aggressive	Moderate	Conservative	Risk Averse	Custom Mix*
<b>Money Market</b>	3%	5%	15%	25%	100%	
<b>Short-Term Fixed Income</b>	10%	21%	27%	33%	0%	
<b>Intermediate-Term Fixed Income</b>	10%	14%	18%	22%	0%	
<b>Domestic Equity</b>	55%	43%	29%	14%	0%	
<b>International Equity</b>	22%	17%	11%	6%	0%	

\*Combined total must equal 100%

The Agency named in this document establishes this Fund with the Greater Kansas City Community Foundation (referred to as the "Community Foundation").

The Agency may make recommendations for grants to the Agency, investments, and other administrative matters in accordance with Sections 3 and 4 of this form.

*If Selecting Investment Option One:* The Fund will be managed directly by the named financial advisor participating in the Community Foundation's financial advisor program until such time that the Community Foundation or the Agency exercises the option to make a different selection for management of this Fund. The named financial advisor will manage the assets of this Fund in accordance with the most current financial policies and standards of the Community Foundation. The Community Foundation will regularly review the financial performance of this Fund.

*If Selecting Investment Option Two:* The responsibility for managing the Community Foundation's investment program is vested in the Community Foundation's Board of Directors through its Investment Committee. The percentages in the mix options may change from time to time upon Investment Committee review.

As required by IRS regulations:

- a) the investment recommendation is advisory only and the Community Foundation may, at its sole and absolute discretion, follow or decline to follow the recommendation;
- b) the Community Foundation may at any time, at its sole and absolute discretion, change the investment of all or any portion of the assets in the Fund;
- c) if the investment recommendation is accepted, the investments will be administered in accordance with the financial policies and fiduciary standards of the Community Foundation; and
- d) investments are subject to normal market and interest rate fluctuation risks, and any gain or loss generated by the above investments will be credited or charged to the Fund.

The Community Foundation's administrative fee schedule is attached. The fee schedule is subject to modification and may be increased or decreased at the sole discretion of the Community Foundation.

The Agency Fund Agreement Policies are attached; signing below indicates acceptance of these policies. The Community Foundation reserves the right to make the final decision regarding distributions from the Fund. The Board of the Community Foundation shall have the power to modify any restriction or condition on the distribution of funds for any specified charitable purposes or to specified charitable organizations if, in the sole judgment of the Board, such restriction or condition becomes unnecessary, obsolete, incapable of fulfillment, impractical or inconsistent with the community's charitable needs.

In the event that the Agency and its legal successors cease to exist, the Agency requests that the Fund be converted to a Field-of-Interest Fund from which grants will be distributed to charitable agencies providing similar services as currently being provided by the Agency.

Agency Board Chair	Date
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Printed Name
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Agency CEO or Executive Director	Date
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Printed Name
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Accepted by: \_\_\_\_\_ Date \_\_\_\_\_  
*Greater Kansas City Community Foundation*



This administrative fee schedule applies to funds at the Greater Kansas City Community Foundation. Administrative fees are used exclusively to support our mission-based operations. These fees are your investment in a 501(c)(3) public charity dedicated to increasing charitable giving, educating and connecting donors to community needs they care about, and leading on critical community issues.

The administrative fee structure illustrates the annual cost for a fund. These fees are assessed to the Fund on a monthly basis. (The monthly fee equals one-twelfth of the annual fee, based on the average fair market value of Fund assets for the month. If there are no assets in the Fund for the entire month, there is no fee.) For newly established funds, the annual fee is prorated over the remainder of the year.

Fund Assets up to \$7 million	Annual Administrative Fee
first \$500,000	1.00% or \$250 <i>(whichever is greater)</i>
next \$500,000	0.60%
next \$2 million	0.30%
next \$4 million	0.10%

**Sample Fee Calculations**

**Fund assets of \$10,000**  
\$250 minimum fee applies: 1.00% of \$10,000 is less than \$250  
**Total annual administrative fee = \$250 (\$21/month)**

**Fund assets of \$30,000**  
1.00% fee on \$30,000 = \$300  
**Total annual administrative fee = \$300 (\$25/month)**

**Fund assets of \$600,000**  
1.00% fee on the first \$500,000 = \$5,000  
0.60% fee on the next \$100,000 = \$600  
**Total annual administrative fee = \$5,600 (\$467/month)**

For funds with assets in excess of \$7 million, please contact us at [service@growyourgiving.org](mailto:service@growyourgiving.org) or 816.842.7444.

*Funds will be charged for direct expenses incurred by the Community Foundation on behalf of a specific fund, such as commissions for the sale of contributed stock or legal fees. The Community Foundation may request additional fees for extraordinary services such as special grant processing and review (which may apply pursuant to a contract with the Community Foundation or after the death of the founder(s) of the Fund if no advisors are serving) or other non-standard services.*

*For funds receiving a bequest that will be fully disbursed to one or more charities upon receipt, the Community Foundation will assess a one-time 3% fee on such bequest.*

**Contributing to Agency Funds**

For instructions on contributing checks or wire transfers of cash to an agency fund, please visit [www.growyourgiving.org/agency-funds](http://www.growyourgiving.org/agency-funds).

**Grants from Agency Funds**

The Community Foundation will process grants from an agency fund back to the agency. The agency may make recommendations for grants to the agency.

**Fundraising**

The Community Foundation cannot sponsor or directly reimburse expenses incurred by an individual for any fundraising activities or any other events intended to benefit any agency fund, and will not be responsible for the collection of any amounts from any benefit, ball, banquet, athletic event or third-party online fundraising page. The Community Foundation will only be responsible for the proper disbursement of funds actually received. Any advertising, promotional or other materials must be consistent with this policy.

**Agency Staff and Volunteer Updates**

As the individuals listed in Section 4 of this form change, please provide the Community Foundation with updated information by contacting Donor Services at [service@growyourgiving.org](mailto:service@growyourgiving.org) or 816.842.7444.

**Investment Review and Changes to Investments**

If an agency is using the Community Foundation's investment pools or a custom mix, the Community Foundation welcomes the opportunity to involve agency staff, volunteers or both in an investment review with the Community Foundation's Director of Investments and a Philanthropic Advisor.

If a change is needed to the investment mix, the agency will be asked to submit an investment recommendation form, signed by those individuals authorized in Section 4 of this form.

**Fund Statements**

Fund statements will be available on a quarterly basis through the online donor portal. If you wish to receive fund statements through the mail, please contact Donor Services at [service@growyourgiving.org](mailto:service@growyourgiving.org) or 816.842.7444.

**Accounting for Agency Funds**

Public charities that establish agency funds with the Community Foundation should consult with their auditors on the proper reporting of assets in an agency fund. The Community Foundation has provided the guidance below for informational purposes.

Financial Accounting Standards Board directive No. 136 indicates that when a nonprofit transfers a portion of its own assets to a fund at a community foundation, the nonprofit may continue to report those assets as its own, with the offsetting activity reported in net assets. The Community Foundation may also report the asset, with the offsetting activity reported as a liability to the nonprofit.

**Revisions to the Agency Fund Agreement**

There may be a time when the objectives of an agency fund change during the course of an agency fund being held at the Community Foundation. Please contact the Community Foundation to discuss possible revisions to an agency fund agreement.

**Confidentiality and Privacy Policy**

The Community Foundation holds all information concerning agency funds in strict confidence. The Community Foundation will only release information about an agency fund if the agency has given permission, or if a government agency or court has the legal authority to request the information. All personal data collected on this form is subject to the Community Foundation's privacy policy, which can be found at [www.growyourgiving.org/privacy-policy](http://www.growyourgiving.org/privacy-policy).

**Additional Detail on These Policies**

Please see the Procedures for the Establishment and Operation of Funds and relevant sections of the Bylaws. The Greater Kansas City Community Foundation's Procedures and relevant Bylaws are available at [www.growyourgiving.org/procedures](http://www.growyourgiving.org/procedures).