



AGENCY FUND AGREEMENT

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

**Please complete the following form and return to info@growyourgiving.org
or fax to 816.842.8079.**

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.
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 year-end Fund balances from the past three years). 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 following list.

- | | |
|---|--|
| <input type="checkbox"/> Agency Board Chair | <input type="checkbox"/> Agency Director of Finance |
| <input type="checkbox"/> Agency Board Treasurer | <input type="checkbox"/> Agency Development Director |
| <input type="checkbox"/> Agency Executive Director or CEO | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Agency Chief Financial Officer | <input type="checkbox"/> Other: _____ |

▶ Please list the individual currently occupying each selected position and provide their contact information below. These positions are referred to as Fund Advisors and have online access to view fund statements.

▶ 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 the request was approved by at least two-thirds of the Agency's Board of Directors.

Agency Position

_____	_____	_____	_____
First Name	Middle Name or Initial	Last Name	Suffix

_____	<input type="checkbox"/> Home <input type="checkbox"/> Work	_____	_____	_____
Address		City	State	Zip Code

_____	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	_____
Phone		Email Address

Agency Position

_____	_____	_____	_____
First Name	Middle Name or Initial	Last Name	Suffix

_____	<input type="checkbox"/> Home <input type="checkbox"/> Work	_____	_____	_____
Address		City	State	Zip Code

_____	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	_____
Phone		Email Address

Agency Position

First Name

Middle Name or Initial

Last Name

Suffix

Address

Home

Work

City

State

Zip Code

Phone

Home

Work

Cell

Email Address

Agency Position

First Name

Middle Name or Initial

Last Name

Suffix

Address

Home

Work

City

State

Zip Code

Phone

Home

Work

Cell

Email Address

Agency Position

First Name

Middle Name or Initial

Last Name

Suffix

Address

Home

Work

City

State

Zip Code

Phone

Home

Work

Cell

Email Address

Agency Position

First Name

Middle Name or Initial

Last Name

Suffix

Address

Home

Work

City

State

Zip Code

Phone

Home

Work

Cell

Email Address

Agency Position

First Name

Middle Name or Initial

Last Name

Suffix

Address

Home

Work

City

State

Zip Code

Phone

Home

Work

Cell

Email Address

Agency Position

First Name

Middle Name or Initial

Last Name

Suffix

Address

Home

Work

City

State

Zip Code

Phone

Home

Work

Cell

Email Address

5 Investment Recommendation

Please select one of the following options for your Fund's investments.

Option 1: Select one of the Community Foundation's agency fund investment mixes from the options listed below.

← *More Risk* → *Less Risk*

Agency Fund Mix Options ▶	Aggressive	Moderately Aggressive	Moderate
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic Equity	57%	47%	36%
International Equity	23%	18%	14%
Intermediate-Term Fixed Income	10%	10%	15%
Short-Term Fixed Income	10%	25%	35%
Money Market	0%	0%	0%

Option 2: Build a custom mix using the Community Foundation's investment pools. Combined total must equal 100%.

Social Impact* (70% U.S. Stock / 30% Foreign Stock)	%
Environmental Impact** (70% U.S. Stock / 30% Foreign Stock)	%
Broad ESG Impact*** (70% U.S. Stock / 30% Foreign Stock)	%
Domestic Equity (100% U.S. Stock)	%
International Equity (100% Foreign Stock: 80% Developed Markets / 20% Emerging Markets)	%
Intermediate-Term Fixed Income	%
Short-Term Fixed Income	%
Money Market	%

***SOCIAL IMPACT**

The Social Impact Pool invests in organizations that are treating employees and customers fairly and are creating opportunities for the least advantaged. Additionally, the Pool focuses on investment managers from groups that have been traditionally excluded from the asset management industry.

****ENVIRONMENTAL IMPACT**

The Environmental Impact Pool invests in organizations that are best positioned to address and cope with rising climate risks by reducing carbon emissions, conserving resources, and adopting environmental policies.

*****BROAD ESG IMPACT**

The Broad ESG Impact Pool invests in organizations that tackle global challenges through commitments to environmental action, diversity and inclusion, and good governance.

Additional information about the impact (ESG) pools is available at www.growyourgiving.org/investing.

6 Professional Advisor Information

Please list any additional professional advisors (accountants, attorneys, financial advisors) with whom the Community Foundation may share information about your Fund should they inquire. If you would like to give any of the following advisors permission to view your Fund online, or make investment changes on your behalf, please indicate in Section 9.

Professional Advisor Name & Profession	Firm Name
Professional Advisor Name & Profession	Firm Name

7 Contribution Information

If you know how you will make your initial contribution, please provide details. If there are other assets you plan to contribute to the Fund, please list in Section 9. You will need to contact your financial advisor or financial institution to initiate transfers to the Fund.

\$ _____

Estimated Initial Contribution	Approximate Date of Initial Contribution
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Check

Wire or ACH

Bank Name: _____

8 Referral Information

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

Name	Organization Name		
Address	City	State	Zip Code
Phone	Email Address		

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

9

Additional Information

Please include any additional information you would like us to know. If you are setting up the Fund for a specific purpose, please describe here.

[Empty text box for providing additional information]

10 Terms & Required Signature(s)

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.

Allocations are rebalanced to targets once a month. In the interim, cash coming into the Fund will be held in the Money Market Pool. 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. For additional details regarding investment mixes and pools, refer to www.growyourgiving.org/agency-fund-holders to view the Investment Performance Summary and the Supplemental Report.

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 Policies are attached; signing below indicates acceptance of these policies. The Agency Fund Policies are subject to change. 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 Signature	Printed Name	Date
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Agency CEO or Executive Director Signature	Printed Name	Date
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Accepted by: _____
Greater Kansas City Community Foundation Date _____

11 Administrative Fees

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 of \$7 million or more, please contact us at info@growyourgiving.org or 816.842.0944.

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

Please visit www.growyourgiving.org/agency-funds for instructions on contributing checks or wire transfers of cash to an agency fund.

Grants from Agency Funds

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

Fundraising

The Community Foundation cannot sponsor or directly reimburse expenses incurred by an individual or agency 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. Additional information about fundraising can be found at www.growyourgiving.org/fundraising-guidelines.

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 completing the Update Your Agency Fund form, available at www.growyourgiving.org/agency-funds.

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.

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 showing gift, grant and investment activity for agency funds are available through the online donor portal.

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.

Who Can Manage the Investments of an Agency Fund

The agency may recommend that an agency fund be invested in the Community Foundation's investment pools or with a financial advisor. Financial advisors may manage the investments of an agency fund as long as the financial advisor is not (i) the agency or an employee of the agency, (ii) a Fund Advisor, (iii) any family member of an employee or Fund Advisor (defined as that person's spouse, ancestors, children, grandchildren, great grandchildren, siblings and the spouses of children, grandchildren, great grandchildren, siblings) and (iv) any entity where more than 35 percent of the entity is owned/controlled by any of these persons. If the Community Foundation does not receive an investment recommendation for the Fund, assets will be held in the Money Market Pool.

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.

Additional Detail on These Policies

Please see the Procedures for the Establishment and Operation of Funds and relevant sections of the Bylaws of the Greater Kansas City Community Foundation, available at www.growyourgiving.org/procedures.