

# DESIGNATED FUND AGREEMENT

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Thank you for setting up a designated 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](mailto:info@growyourgiving.org).



816.842.7444 | [www.growyourgiving.org](http://www.growyourgiving.org)

# GREATER KANSAS CITY COMMUNITY FOUNDATION DESIGNATED FUND AGREEMENT

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Your Fund

Name your Fund as you like. You can include your name or remain anonymous.  
Examples: *Smith Family Fund for XYZ Charity, Susan James Designated Fund for XYZ Charity*

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Name of Fund

Please check here if you intend to make Qualified Charitable Distributions from your IRA to this Fund.

2

Designated Grantee

The Designated Grantee must be a 501(c)(3) public charity, governmental unit, educational institution or religious organization ("charitable organization").  
\*Denotes a required field.

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Grantee Name\*

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EIN (Employer Identification Number)

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Address

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City\*

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State \*

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Zip Code

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Phone Number

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Website

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Designated Grant Purpose

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If the Designated Grantee above and its legal successors cease to exist or cease to be a charitable organization, the charitable organization listed below shall become the Designated Grantee.

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Grantee Name\*

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EIN (Employer Identification Number)

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Address

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City\*

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State \*

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Zip Code

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Phone Number

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Website

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Designated Grant Purpose

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**3** Grants From The Fund The Fund will make grants to the Designated Grantee as follows. Please select one of the following two options.

**Option 1:** The Fund Advisor(s) will recommend grants to the Designated Grantee. List additional Fund Advisors in Section 8.

If you would like to name Successor Advisor(s) to make grant and investment recommendations for the Fund after the Fund Advisor(s) are no longer able or willing to do so, please provide their name(s) and contact information in Section 8.

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

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

**Option 2:** The Community Foundation will make grants from the Fund to the Designated Grantee in accordance with the information below.

**Amount:** Please indicate the total amount of grants that should be made **each year** from the Fund to the Designated Grantee.

Select one or provide an alternative recommendation in Section 8:

- Grant \$ \_\_\_\_\_ each year until the Fund balance is depleted.
- Grant each year according to the Community Foundation’s spending policy, currently 5% of the average past three year-end Fund balances.

However, if the Fund balance is less than \$ \_\_\_\_\_ (minimum of \$5,000), the Community Foundation will grant the balance of the Fund in one lump sum to the Designated Grantee.

**Timing:** Please indicate how often grants should be made from the Fund.

Select one or provide an alternative recommendation in Section 8:

- Quarterly: On or about March 1, June 1, September 1 and December 1.
- Annually: On or about \_\_\_\_\_ .

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**Investment Recommendation**

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

**Option 1:** The assets in the Fund will be invested separately in a financial advisor managed account on your advisor’s platform. Your financial advisor will have online access to view your Fund information, including balance, contribution and grant history, and will make investment selections for your Fund on your behalf.

*This option is available for funds with assets of \$100,000 or more. The Community Foundation will contact your financial advisor to set up the investment account. A Fund advisor or family member may not be named as the Fund’s financial advisor.*

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

**Option 2:** The assets in the Fund will be invested in the Community Foundation’s Investment Pools.

*This option is available for funds of any size. Select a mix from the options listed below, or create your own mix. Allocations are rebalanced to targets once a month. In the interim, cash coming into the Fund will be held in the Money Market Pool.*

		<b>MORE RISK</b> Long-Term Goals Lower Spending Rate			<b>LESS RISK</b> Short-Term Goals Higher Spending Rate		
<b>Mix Options ▶</b>		AGGRESSIVE	MODERATELY AGGRESSIVE	MODERATE	CONSERVATIVE	RISK AVERSE	CUSTOM MIX*
<b>Investment Pools</b>	Money Market	3%	5%	10%	20%	100%	
	Short-Term Fixed Income	10%	25%	35%	42%	0%	
	Intermediate-Term Fixed Income	10%	10%	15%	18%	0%	
	Domestic Equity	55%	43%	29%	14%	0%	
	International Equity	22%	17%	11%	6%	0%	

\*Combined total must equal 100%

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## Contribution Information

Estimated Initial Contribution: \$ \_\_\_\_\_

If you know how you plan to contribute, please provide details. If there are additional assets you plan to contribute to the Fund, please list in Section 8. If you plan to contribute an interest in a private business or real estate, please contact us to discuss the donation process.

Check

Wire

Bank Name: \_\_\_\_\_

Securities or Mutual Funds

Number of Shares and Symbol(s):

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## 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.

\_\_\_\_\_  
Professional Advisor Name & Profession

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Professional Advisor Name & Profession

\_\_\_\_\_  
Firm Name

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## 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:

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## Additional Information

Please include any additional information you would like us to know.

The Founder(s) establish this Fund with the Greater Kansas City Community Foundation (referred to as the "Community Foundation").

The current Fund Advisor(s), if any, may make recommendations for grants (from income and principal), investments, and other administrative matters. If two or more are named, any may act alone. Upon the death, resignation or incapacity to serve of the Fund Advisor (or the surviving Fund Advisor if two or more individuals have been named), the Successor Advisor(s), if any, will then advise the Fund. If two or more persons are eligible to be successors, then a recommendation by a majority of such persons shall constitute an effective recommendation for consideration by the Community Foundation unless otherwise noted herein. If there are no Fund Advisors, the Founder(s) may make recommendations for designated fund related matters.

*For assets in a financial advisor managed account:* The assets in the Fund will be managed directly by the named financial advisor on a discretionary basis, until such time that the Community Foundation or the Fund Advisor(s) exercise(s) 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 Fund advisor(s)' charitable objectives and the most current financial policies and standards of the Community Foundation, which can be found at [www.growyourgiving.org/fap-guidelines](http://www.growyourgiving.org/fap-guidelines). The Community Foundation will regularly review the financial performance of this Fund.

*For assets in the Community Foundation's Investment Pools:* 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/investing](http://www.growyourgiving.org/investing) 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 Designated Fund 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.

Founder Signature	Date
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\_\_\_\_\_  
Printed Name

Founder Signature	Date
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\_\_\_\_\_  
Printed Name

Accepted by: \_\_\_\_\_ Date \_\_\_\_\_  
*Greater Kansas City Community Foundation*

## 10 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](mailto: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.*



**Contributions to Designated Funds**

Contributions to designated funds at the Community Foundation are gifts to a public charity and eligible for the maximum tax deduction allowed by law. The Community Foundation accepts gifts of cash (including Qualified Charitable Distributions from IRAs), publicly traded securities, private business interests (closely held stock, limited liability company interests, limited partnership interests), and real estate. Contributions are subject to the review and approval by the Community Foundation prior to acceptance and are irrevocable once accepted. The Community Foundation does not provide legal, tax or financial advice, so the Community Foundation encourages donors to consult with their own professional advisors prior to making a contribution.

**Contributions of Non-Cash Assets**

The general policy of the Community Foundation is to sell all contributed property as soon as practical after receipt to minimize market risk. For non-publicly traded securities or other assets for which no readily liquid market exists, the Community Foundation will exercise discretion as to the timing and price of sales. Any costs incurred by the Community Foundation necessary for the disposition of securities and other assets and for the management of such assets prior to disposition will be an expense of the designated fund. Should sufficient liquidity not be available in the designated fund to cover any expenses, taxes or liabilities due as a result of the fund's ownership of a non-cash asset, the donor of such asset(s) agrees to contribute additional liquid assets to the designated fund as necessary to fully and timely cover such obligations.

**Grants from Designated Funds**

A designated fund benefits one charitable organization chosen by the donors. The Designated Grantee must be a 501(c)(3) public charity, governmental unit, educational institution or religious organization. The IRS does not allow the Community Foundation to make distributions to private non-operating foundations, to individuals or to pay fundraising expenses. Rest assured that the Community Foundation will exercise due diligence to make sure grants from designated funds are given to organizations that have met IRS requirements.

Because contributions to designated funds are eligible for a charitable tax deduction, grants subsequently made from designated funds are not tax deductible.

**Fund Activity and Fund Statements**

The Community Foundation is responsible for ensuring designated funds are used for charitable grantmaking and do not confer any private benefit on the donor or any other person. The Community Foundation monitors the use of designated funds to ensure their activity leads to charitable distributions. The Community Foundation does not have a minimum amount for grants or maximum frequency of grants. Fund Advisors can suggest grants to the Designated Grantee in any amount and as often as they like. Fund statements showing gift, grant and investment activity for a designated fund are available through the online donor portal.

**Role of Designated Fund Advisors**

At any time during a donor's lifetime the donor may designate one or more adult individuals to be Fund Advisors, as well as Successor Advisors to serve upon the Fund Advisor's (or the surviving Fund Advisor if two or more have been named) death, resignation or incapacity. Each Fund Advisor may individually make recommendations for grants, investments and other designated fund related matters. Successor Advisors may make recommendations concerning grants and investments for designated funds and must act by majority unless otherwise noted in the fund agreement. Unless the donor has specified otherwise, each Successor Advisor may recommend individuals from succeeding generations to act in his or her place. The Community Foundation is happy to work with generations of Fund Advisors.

**Who Can Manage the Investments of a Designated Fund**

The donor may recommend that a designated fund be invested in the Community Foundation's investment pools or with a financial advisor. Financial advisors may manage the investments of a designated fund as long as the financial advisor is not (i) the donor, (ii) Founder, (iii) a Fund Advisor or Successor Advisor, (iv) any family member of a donor/Founder/Fund Advisor/Successor Advisor (defined as that person's spouse, ancestors, children, grandchildren, great grandchildren, brothers, sisters and the spouses of children, grandchildren, great grandchildren, brothers and sisters) and (v) any entity where more than 35% of the entity is owned/controlled by any of these persons.

**Confidentiality and Privacy Policy**

The Community Foundation holds all information concerning our donors and their designated funds in strict confidence. The Community Foundation will only release information about a donor if the donor 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).

**Bequests and Beneficiary Designations**

The Community Foundation can carry out donors' charitable goals beyond their lifetimes. To name a designated fund at the Community Foundation as a beneficiary of a will, trust, life insurance policy or retirement plan account, the following language may be helpful in completing estate planning documents or beneficiary designation forms: After describing what the donor wants to leave to the fund (i.e., a percentage of the estate/trust/account or a specific dollar amount), please note that it will pass "to the Greater Kansas City Community Foundation (EIN 43-1152398) for the following component fund: [name of the fund]."

**Fundraising**

The Community Foundation cannot sponsor or reimburse expenses for any fundraising activities or any other events intended to benefit any designated 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](http://www.growyourgiving.org/fundraising-guidelines).

**Honoring Donor Intent/Variance Power**

The Community Foundation carries out a donor's charitable intent through a designated fund. In rare circumstances, the Community Foundation may determine that the donor's charitable purposes may have become unnecessary, obsolete, incapable of fulfillment, impractical or inconsistent with the community's charitable needs. In that case, the Community Foundation may need to exercise its variance power to change the charitable purpose of the fund. In doing so, the Community Foundation will strive to make distributions that are consistent with the donor's charitable interests.

**Additional Detail on These Policies**

Please see the Procedures for the Establishment and Operation of Funds and relevant sections of the Bylaws of the Community Foundation, available at [www.growyourgiving.org/procedures](http://www.growyourgiving.org/procedures).