

# DONOR-ADVISED FUND AGREEMENT

Thank you for setting up a donor-advised fund. This donor-advised fund is your charitable giving account. Your 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 816.842.7444  
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 DONOR-ADVISED FUND AGREEMENT

1

Your Fund

Name your Fund as you like. You can include your name or remain anonymous.  
Examples: *James Family Foundation, Pay It Forward Fund*

Name of Fund

2

Fund Advisor(s)

Fund Advisors make recommendations for all Fund-related matters, including grants and investments. Fund Advisors have online access to view fund statements and recommend grants. List additional Fund Advisors in Section 7.

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

First Name

Middle Initial

Last Name

Suffix

Preferred Name or Nickname

Date of Birth

Address  Home  Work

Phone  Home  Work  Cell

City

State

Zip Code

Email Address

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

First Name

Middle Initial

Last Name

Suffix

Preferred Name or Nickname

Date of Birth

Address  Home  Work

Phone  Home  Work  Cell

City

State

Zip Code

Email Address

### 3

#### Successor Advisor(s)

Successor Advisors make grant and investment recommendations for the Fund after the Fund Advisors are no longer able or willing to do so. You may list as many or as few Successor Advisors as you like. List additional Successor Advisors in Section 7.

If you do not want to name anyone as a Successor Advisor, please check here.  
 We will contact you regarding your charitable intent for the Fund.

Please indicate how you would like your Successor Advisor(s) to act when making recommendations for the Fund. (Select One):

Independently                       By Majority                       By Unanimous Consent

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

\_\_\_\_\_  
First Name                      Middle Initial                      Last Name                      Suffix

\_\_\_\_\_  
Preferred Name or Nickname                      Date of Birth

\_\_\_\_\_  
Address    Home    Work                      Phone    Home    Work    Cell

\_\_\_\_\_  
City                      State                      Zip Code                      Email Address

\_\_\_\_\_  
Relationship to Fund Advisor(s)

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

\_\_\_\_\_  
First Name                      Middle Initial                      Last Name                      Suffix

\_\_\_\_\_  
Preferred Name or Nickname                      Date of Birth

\_\_\_\_\_  
Address    Home    Work                      Phone    Home    Work    Cell

\_\_\_\_\_  
City                      State                      Zip Code                      Email Address

\_\_\_\_\_  
Relationship to Fund Advisor(s)

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
Relationship to Fund Advisor(s)			

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
Relationship to Fund Advisor(s)			

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
Relationship to Fund Advisor(s)			

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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 managed directly by your financial advisor.  
*(Please note, a Fund Advisor or family member **may not** be named as the Fund's investment manager.)*

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

Please check here if you would like your 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"/>
<b>Mix Options:</b>	<b>Aggressive</b>	<b>Moderately Aggressive</b>	<b>Moderate</b>	<b>Conservative</b>	<b>Risk Averse</b>	<b>Custom Mix*</b>
<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%

**5 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
Professional Advisor Name & Profession	Firm Name

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

Name	Organization Name		
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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**7 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.

The current Fund Advisor(s) 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) 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 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 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 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 Donor-Advised 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.

If the persons named in this document or after the date of this document are not available to advise and consult with the Community Foundation due to death, resignation or incapacity to serve, the Community Foundation shall use the principal and income from the Fund for charitable purposes.

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*

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.*



## Contributions to Donor-Advised Funds

Contributions to donor-advised 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, 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 donor-advised fund.

## Grants from Donor-Advised Funds

Through a donor-advised fund, Fund Advisors can enjoy supporting any 501(c)(3) public charity in the United States, including governmental, educational and religious institutions. Fund Advisors may suggest grants directly to international organizations for an additional fee that covers the additional due diligence required of international grants. The IRS does not allow the Community Foundation to make distributions to individuals or pay fundraising expenses. Rest assured that the Community Foundation will exercise due diligence to make sure grants from donor-advised funds are given to organizations that have met IRS requirements.

Additional information about specific granting guidelines can be found at [www.growyourgiving.org/grant-guidelines](http://www.growyourgiving.org/grant-guidelines).

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

## Fund Activity

The Community Foundation is responsible for ensuring donor-advised 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 donor-advised 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 in any amount and as often as they like. The Community Foundation periodically checks in on donor-advised funds that are not being used to ensure the Community Foundation understands Fund Advisors' plans for their funds.

## 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.

## Role of Donor-Advised 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 donor-advised fund related matters. Successor Advisors may make recommendations concerning grants and investments for donor-advised 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 Donor-Advised Fund

A Fund Advisor may recommend that a donor-advised fund be invested in the Community Foundation's investment pools or with the donor's financial advisor. Financial advisors may manage the investments of a donor-advised fund as long as the financial advisor is not (i) the donor, (ii) a Fund Advisor or Successor Advisor, (iii) any family member of a donor/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 (iv) any entity where more than 35 percent 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 donor-advised 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 donor-advised fund at the Community Foundation as a beneficiary of a will or 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 his or her 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) at 1055 Broadway Blvd., Suite 130, Kansas City, MO 64105 for the [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 donor-advised 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 donor-advised 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. The Greater Kansas City Community Foundation's Procedures and relevant Bylaws are available at [www.growyourgiving.org/procedures](http://www.growyourgiving.org/procedures).