



## SAMPLE ESTABLISHING DOCUMENT

The Greater Kansas City Community Foundation is committed to making giving as easy, fun and rewarding as it should be. We work to honor your charitable intent during your lifetime and beyond so that your charitable legacy is preserved in perpetuity.

Establishing a fund is simple, and it starts with your very own Establishing Document. This is the only document required to establish a fund.

### I. NAMING OF THE FUND

I hereby transfer cash or other property to establish the Fund (“Fund”) with the Greater Kansas City Community Foundation (“Community Foundation”).

*You can choose your fund’s name.*

The Community Foundation is authorized to accept charitable contributions to the Fund subject to the terms set forth herein.

*There is no minimum fund requirement. You may make deposits of cash, stock or other assets at any time.*

### II. DISTRIBUTION TO CHARITIES

I intend that the income and principal from the Fund be available for distribution in accordance with the charitable purposes set forth in the Bylaws of the Community Foundation. Distributions shall be made by the Community Foundation after receiving and approving the advice in writing from me.

*We are committed to honoring your charitable intent. This means that you can recommend, at any time, that checks be issued from the Fund to your favorite charities, without restriction on the types of organizations or their location, so long as the organizations are recognized by the IRS as public charities. You can request that the checks be sent to you, so that you can send them to the organizations, or request that they be sent directly to the organizations, even anonymously if you choose. You can make grant requests via mail, fax or online with a simple form provided by the Community Foundation.*

### III. SUCCESSOR ADVISOR(S)

When my privilege to advise the Fund terminates upon my death, resignation or incapacity to serve, the successor advisor(s) to the Fund shall be [name successor advisor(s)]. When or if two persons are eligible to be successor advisors, they shall act by unanimous consent; when or if more than two persons are eligible to be successor advisors, then a grant recommendation by a majority of such persons shall constitute an effective recommendation for consideration by the Community Foundation. Succeeding generations may serve as successor advisors to the Fund in accordance with the Community Foundation’s policies.

Successor advisors shall have the ability to recommend grant distributions from the income and principal of the Fund by advising the Community Foundation in writing.

*This section can be customized to meet your charitable goals. For example, if you would like to restrict grants following your death for certain charitable causes, that can be specified here. We will follow your charitable intentions even after your death and we will work with your successor advisor(s) to preserve your charitable legacy.*

*You may also restrict grant distributions to annual net income instead of income and principal. Net income is generally defined as an amount computed annually based upon the current spending policy of the Community Foundation (currently 5% of the average past three year-end Fund balances). If any portion of the net income is not distributed in a particular calendar year, the undistributed net income for such year shall be added to principal.*

## IV. ADMINISTRATIVE PROVISIONS

I hereby acknowledge receipt of the Administrative Fee Schedule attached and accept the terms of said schedule. I further understand the fee schedule is subject to modification and may be increased or decreased at the sole discretion of the Community Foundation's Board of Directors. I agree to be bound by the most current schedule of fees published by the Community Foundation.

I have received copies and accept the terms of the Procedures For The Establishment And Operation Of Funds and Sections 31 through 43 of the Bylaws of the Community Foundation. I also understand that the Community Foundation, through its duly authorized committees, reserves the right to make the final decision regarding distributions from the Fund.

*If you do not designate a specific charitable purpose for the Fund, the following sentence will be used:*

If the persons named above 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 its general and charitable purposes as set forth in the Bylaws.

*Alternatively, if you have designated one or more specific charitable purposes for the Fund, the following sentences will be used:*

If the persons named above 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 may appoint successor advisors. In the event that the Board of Directors of the Community Foundation determines that continued distributions for the above specified charitable purpose(s) have become unnecessary, obsolete, incapable of fulfillment, impractical or inconsistent with the community's charitable needs, the Community Foundation may change the field of interest of the Fund or shall use the principal and income from the Fund for its general and charitable purposes as set forth in the Bylaws.

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*Your Signature*

Accepted by: \_\_\_\_\_  
President & CEO  
Greater Kansas City Community Foundation