



Fiscal Sponsor Fund Contribution Form

This document may be completed electronically using Adobe Acrobat® Reader..

Name(s) _____

Address _____

Street City State Zip

Alternate Address: Business Seasonal

Street City State Zip

Telephone _____

Work Home Cell

Email: _____ Alternate email: _____

How did you hear about the Community Foundation? Whom may we thank for referring you to the Foundation?

1. We request that the Community Foundation of North Central Massachusetts be our Fiscal Sponsor. The donors give the sum of \$ _____ and/or the following described property _____ (description of assets given) to The Community Foundation of North Central Massachusetts (Foundation); with the request, subject to the Articles of Organization and By-Laws of the Foundation, as they currently exist or may hereafter be amended, that the funds or property thus transferred be used to establish a Fiscal Sponsor Fund to be known as the:

_____ Fund (Name of Fund).

The purpose of the fund is:

2. Grant recommendations may be made from time to time, for the Foundation's approval, by _____

If the named advisors are unable to serve, then the following persons are named as successor advisors:

3. The investment objective requested is: (Review our investment results carefully and check one of the following)

- Short Term Fund (Less than 3 years) – The primary investment objective of this Fund is stability of principal. This Fund is appropriate for non-endowed funds, or other situations where funds can be withdrawn

with little or no advance notice, and/or in situations where only minimal fluctuations to principal can be tolerated. Agencies and donors with time horizons under three years should consider this strategy.

- Medium Term Fund (3-5 Years)** – The primary investment objective of this Fund is to provide payouts with moderate year to year volatility. This Fund may experience some reduction of purchasing power over time due to inflation. This Fund is appropriate for endowed funds that require minimal, or no, nominal growth (before inflation) after payouts, or non-endowed funds that have a time horizon that is between three and five years. This Fund will most likely experience moderate fluctuations to principal.
- Long Term Fund (5+ Years)** – The primary investment objective of this Fund is preservation of purchasing power to provide a relatively stable, inflation adjusted, annual payout to support grant-making or other donor missions. This Fund is appropriate for endowed funds or non-endowed funds with time horizons beyond five years. There will be some inevitable volatility in principal value from this strategy, but it may offer the potential for a sustainable payout plus inflation protection, understanding that this may result in a less stable payout from year to year.

4. Distributions will be made from the Fund in accordance with the Foundation's Investment, Distribution & Fee Guidelines (on page 4), which may be modified by the Board of Trustees from time to time. Distributions will be made in accordance with one of the following: (*Please check one.*)

- Distributions to be made from the annual distributable amount determined in accordance with the Foundation's spending rule as in effect. (Endowed Fund); or
- Distributions to be made from the principal of the fund may be used for charitable purposes, subject to the terms in item 7, below.

Note: All distributions are subject to the variance power contained in Article II (1) of the Articles of Organization of the Foundation.

5. I/We hereby acknowledge that I/we have been offered copies of and have reviewed the following documents:

- a. The Foundation's Investment Policy Statement (Initial) **X**_____
- b. The Foundation's Articles of Organization (Initial) **X**_____
- c. The Foundation's By-Laws. (Initial) **X**_____
- d. Performance Report of three fund options (Initial) **X**_____

6. Administrative Fee charges will be assessed on an annual basis as per the Foundation's Guidelines, which are subject to reasonable modification by the Board of Trustees.

7. Distributions can be taken from the fund once it has reached \$10,000. (See the Foundation's Investment, Distribution and Fee Guidelines). Once you have reached a balance of \$10,000, it needs to be maintained at all times. If for some reason the fund is not funded with a total of at least \$10,000, the Foundation will meet with the donor or the advisors to discuss dissolving of the fund and distributing the entire fund for charitable purposes.

8. Timeframe of the Fund: (Check One) On-Going _____ # of Years

9. The donor hereby authorizes the Foundation to pay its administrative fees and investment management expenses from the fund in accordance with the Investment, Distribution and Fee Guidelines of the foundation in effect from time to time. (Initial) **X** _____

10. The gift or property described above will be transferred to the foundation using the following method: (Please check one of the following:)

- | | |
|------------------------------------|------------------------------------|
| Check | Securities-Gift Account Transfer * |
| Securities-Certificates Transfer * | Other: _____ |
| Securities-Electronic Transfer * | |

(* Please contact the Community Foundation for instructions on securities transfers.)

11. The donor understands that the gift described above will become an asset of the Foundation and is irrevocably committed for charitable purposes. (Initial) **X** _____

12. The donor understands that, upon the death of the advisors and successor advisors named (if any), the assets of the fund created by this document will be added to the Foundation's General Fund. (Initial) **X** _____

13. Contributions are Irrevocable. All gift contributions made to the Foundation become assets of the Foundation and are irrevocable as tax deductible gifts. All gifts to the Foundation must further the charitable purpose and mission of the Foundation. The Foundation reserves the right to review and approve all contributions.
(Initial) **X** _____

14. Estate Plans: Do you plan to name this fund as a beneficiary in your estate plan? If so, please indicate the type of planned gift:

- | | | |
|----------------------------|----------------------------|----------------|
| Bequest | Charitable lead trust | Life insurance |
| IRA/retirement plan assets | Charitable remainder trust | Other: _____ |

15. Amendments. This agreement may be amended from time to time by a document in writing signed by the Foundation and by the donor(s) if they are living or the acting fund advisors.

DONOR RECOGNITION:

Please publish my Fund Name in your publication(s) as it appears on page 1, under "Name of Fund".

Please do not publish my name in your publication(s).

Please do not publish my name in your publication(s), however, you may use my name to invite others to join the Foundation.

I would like my name and my Fund to remain anonymous

Person(s) will be using the online access to your fund and making grant distributions:

Name: _____

Email: _____

Name: _____

Email: _____

Person who can have read-only access;

Name: _____

Email: _____

What are your charitable interests?

Arts and Culture

Housing and Community
Development

Nonprofit Sector

Education

Civic Engagement

Other:

Environment

Workforce Development

Health and Human Services

INVESTMENT, DISTRIBUTION, AND FEE GUIDELINES

Investment Options

The donor may select an investment objective that best suits the fund's intended purpose. The Foundation provides information on performance, asset allocation, and fees for each of the three investment options. An explanation for each option follows:

Short Term Fund (Less than 3 years) – The primary investment objective of this Fund is stability of principal. This fund is appropriate for non-endowed funds or other situations where funds can be withdrawn with little or no advance notice, and/or in situations where only minimal fluctuations to principal can be tolerated. Agencies and donors with time horizons under three years should consider this strategy.

Medium Term Fund (3-5 Years) – The primary investment objective of this Fund is to provide payouts with moderate year to year volatility. This Fund may experience some reduction of purchasing power over time due to inflation. This fund is appropriate for endowed funds that require minimal, or no, real growth after payouts, or non-endowed funds that have a time horizon that is between three and five years. This fund will most likely experience moderate fluctuations to principal.

Long Term Fund (5+ Years) – The primary investment objective of this Fund is preservation of purchasing power to provide a relatively stable, inflation adjusted, annual payout to support grant-making or other donor missions. This Fund is appropriate for endowed funds or non-endowed funds with time horizons beyond five years. There will be some inevitable volatility in principal value from this strategy but it may offer the potential for a sustainable payout plus inflation protection, understanding that this may result in a less stable asset balance from year to year.

Distribution Policies

Endowment Funds

The Foundation, maintaining exclusive legal control of all contributed assets, has adopted a total return approach to investment management under the Uniform Management of Institutional Funds Law for Permanent Endowment Funds. This allows the Foundation to capture more of the historically higher appreciation in the equity markets. "Total return" is a term used to describe the total change in fund value over a given time period that results from both income (interest and dividends) and capital appreciation (realized and unrealized gains).

Under this approach, a fund's income for grant making and/or distributions will be calculated by using a "**spending rule**" – a fixed annual rate established by the Foundation's Board of Trustees and defined as a percentage of the market value of the assets in the fund. For example, a spending rule for a given year might be 5% of the four-year average of a component fund's asset value. The amount available for grant making determined by this spending rule can include interest and dividend income, as well as realized and unrealized gains. Currently the spending rule is 4.5% of the average market value over the past 20 quarters. No distributions are allowed for one year from the time the endowment fund is established. Grants from Field of Interest Permanent Endowment Funds will be made at the June Trustees' meeting.

It is important to note that depending on market conditions, in some years the spending rule may require the distribution of a portion of the principal balance in a fund.

Donor Advised and Scholarship Funds

The Foundation will from time to time receive advice from donors or their designees regarding disbursements from donor advised, or scholarship funds. This advice will be considered upon written request to the Foundation. The President and/or the Executive Committee of the Foundation are authorized to consider this advice and make distributions. (Please note that IRS regulations prohibit distributions to fulfill pledges and/or to secure benefits from the distribution recipient. With regard to Donor Advised Funds, all disbursements must be for the benefit of a charitable organization.)

As Founder of a Donor Advised Fund or Scholarship Fund you may appoint new advisors at any time by submitting them in writing to the Foundation.

Reports

The Foundation will provide donors or designees with quarterly statements on your Fund's activity and investment performance. You can access your monthly fund performance by going to our website at CFNCM.org and creating a user name and password to view your fund balance, performance and initiate distributions/grants.

Administrative Fees

Distributions will be made from the Fund in accordance with the Foundation's spending rule as stated here in the Investment, Distribution & Fee Guidelines, which may be modified by the Board of Trustees from time to time. Administrative tasks associated with the management of funds include investigation of grants, receipt and acknowledgement of contributions, payment of grants, oversight of investment management, and compliance with federal and state reporting requirements. To support these activities, the Foundation currently charges fees on funds. The fee is calculated as 1/12th% of the fund's market value at the end of each month.

The tiered fees are broken down as follows:

<u>Type of Fund</u>	<u>Fees</u>
(Endowed or non-Endowed Funds)	
Donor Advised Funds:First \$5,000,000	1.25%
Amounts over \$5,000,000	0.50%
Scholarship Funds:	1.25%
Agency Funds:	1.00%
Fiscal Sponsor:Additional 4% on all transactions	1.00
(Endowed Funds)	
Designated and	
Field of Interest Funds:First \$2,000,000	1.25%
Between \$2,000,000 and \$5,000,000	0.50%
Over \$5,000,000	0.25%

Minimum Annual Fee on all funds is \$250.00

A note about administrative fees: **The Administrative Fee for endowed and non-endowed funds are subject to reasonable modification by the Board of Trustees.**

Investment Management Fees

The Investment Management Fee is comprised of the investment fee and the expense ratio. It is based on a graduated scale depending on the amount of funds the Foundation has invested. The fee is calculated by taking the investments’ market value at the end of the month multiplied by the current annual rate and then dividing by 12.

- Investment Management fee rate for the Short Term fund was **0.35%** annually as of 12/31/19. This fee/expense percentage varies slightly over time as the mix of investment funds utilized changes.
- Investment Management fee rate for the Medium Term and Long Term funds is **0.44%** annually as of 12/31/19. This fee/expense percentage varies slightly over time as the mix of investment funds utilized changes.
- All investment performance reports show investment returns **net of fees**.

REQUIREMENTS FOR FISCAL SPONSORS DISTRIBUTION REQUESTS

Requirements for fiscal agents:

1. The Fiscal Sponsor agrees not to maintain a separate checking account due to the inability of the Community Foundation to have oversight of expenditures of the checking account.
2. Organizations for which the CFNCM serves as a fiscal agent must follow the requirements detailed above when requesting vendor payments, expense reimbursements or special event/raffle support.

Requirements for direct vendor payments:

All payments to reimburse a vendor require the following:

1. The payment can only be made on behalf of a qualified 501 (c) (3) organization.
2. An invoice showing the services the vendor is providing on behalf of the 501 (c)(3) organization.

3. Written certification that the vendor is not a related party to the 501(c) (3) organization. Alternatively, if the vendor is a related party, written disclosure describing the relationship and certification that it is an arm's length transaction.
4. If the disbursement being paid is over \$10,000, the CFNCM will perform a site visit to verify the work completed or the goods purchased for which the disbursement was requested.
5. All invoices for vendor services must be accompanied by a completed W-9 if the vendor is not a corporation before payment can be made. These service providers being paid over \$600 will receive a form 1099 at year end. The forms can be accessed on line at: gov/pub/irs-pdf/fw9.pdf.

Requirements for expense reimbursement:

1. Written explanation of how the expense furthers the charitable purpose of a 501 (c) (3) organization.
2. An invoice detailing the purchase made on behalf of the 501 (c) (3) organization.

Requirements for special events, including raffles:

1. A description of the event including a list of the sponsoring organization (s) and the charitable purpose that will benefit from the event.
2. A budget for the event indicating the estimated costs to be reimbursed.
3. If a raffle to the public is being conducted, a copy of the permit issued by the municipality must be provided to the CFNCM before any tickets can be sold. Frequently asked questions concerning the Mass rules governing these activities can be found at: <http://www.mass.gov/ago/doing-business-in-massachusetts/public-charities-or-not-for-profits/soliciting-funds/raffles-and-other-gaming-activity/faqs-about-nonprofit-gaming-events.html>.
4. If a raffle is conducted, after it is over, the organization must complete and file a Mass lottery form to report the gross proceeds collected. A copy of the form can be found at: <http://www.masslottery.com/lib/downloads/games/RaffleTaxForm.pdf>.
5. Any expense reimbursement must be accompanied by a written receipt detailing what was purchased and the reason for the purchase in relation to the event being held.
6. Any individual requesting payment for services for the event that exceed \$600 during the year must submit a completed form W-9 before payment can be made. The form can be accessed on line at: gov/pub/irs-pdf/fw9.pdf.

Signatures:

For the Donor(s):

For Community Foundation of North Central Massachusetts:

Signature Date

Stephen J. Adams / President Date

Signature Date

Linda Mack / V. P. For Philanthropy Date