



New Fund Worksheet

For Opening an Agency Fund at the Richmond Community Foundation

Please complete this worksheet so we can help you open an Agency Fund at the Foundation. We will use the information you provide to prepare a customized draft Fund Agreement for your review. This worksheet is intended to help you think about various aspects of your organization's financial objectives, which in turn will allow all of us to assist you in reaching your goals.

HOW TO FILL OUT THIS WORKSHEET: We will be happy to schedule a meeting or phone consultation to complete this form with you. Or, you can fill it out and send it to:

Richmond Community Foundation
1014 Florida Avenue, Suite 200
Richmond, CA 94804

This worksheet is for opening an **Agency Fund only**. If you have any questions about other kinds of funds, please call the Foundation at 510.234.1200 and ask to speak with our Chief Development Officer.

Section 1: About Agency Funds

Agency funds allow nonprofit organizations to invest in their futures. An Agency Fund is a simple and efficient way to invest an organization's funds and provide distributions to the organization for its own use. The Richmond Community Foundation sets up the fund in the name of your nonprofit organization. The fund is pooled with other Foundation funds to take advantage of Foundation investment options. Your board determines the initial investment to establish the fund; your organization may add to the fund at any time. The Foundation can identify giving programs you can use with your donors to build the fund while taking care of the investment management and administrative details. The Foundation also works to educate your staff on the nuances of accepting gifts of complex asset to support your fund.

Section 2: About Your Organization

1. Contact information: The people you name below will serve as the official Advisory Committee to the Fund. The Advisory Committee shall have authority to make recommendations for distributions from the Fund. The Agency shall appoint a Lead Advisor who will coordinate with the Foundation. The Lead Advisor will receive all correspondence related to the fund, along with other Foundation materials. The Agency may remove any member of the Advisory Committee and change the Lead Advisor by giving written notice to the Foundation.

Contact information will not be shared outside the Foundation. Please provide the name, mailing address, phone numbers, e-mail address, and birth date for each Advisor.

Contact Information:

Initial Lead Advisor

Name

Position

Mailing Address

City/State Zip

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Work Phone

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Cell Phone

Email address

Date of Birth

Advisory Committee Member

Name

Position

Mailing Address

City/State Zip

()

Work Phone

()

Cell Phone

Email Address

Date of Birth

Advisory Committee Member

Name

Position

Mailing Address

City/State Zip

()

Work Phone

()

Cell Phone

Email address

Date of Birth

Advisory Committee Member

Name

Position

Mailing Address

City/State Zip

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Work Phone

Cell Phone

Email Address

Date of Birth

2. Professional Advisor Information

Some organizations open agency funds with advice from an attorney, accountant, financial advisor, or other professional. These individuals may also be involved in the transfer of assets into your fund. It is helpful for us to know who these advisors are. Contact information will not be shared outside the Foundation.

Advisor 1

Name

Attorney CPA Financial Advisor
 Other

Type of Advisor (check one)

Name of Firm

Business Address

City

State

Zip

()

Business phone

()

Business fax

Email address

Advisor 2

Name

Attorney CPA Financial Advisor
 Other

Type of Advisor (check one)

Name of Firm

Business Address

City

State

Zip

()

Business phone

()

Business fax

Email address

Section 3: About Your Fund

1. Naming Your Fund

The name of your fund is important. If you wish your organization to remain anonymous, consider naming your fund in a way that reflects your organization's mission or a geographical reference, but not your corporate name—e.g., The Richmond Open Space Fund. What do you want to call your fund?

Name of Fund

2. Expendable or endowed?

Endowments are permanent funds established to carry out the organization's philanthropic intentions in perpetuity. In essence, endowments are gifts that keep growing and giving. Assets are invested for growth, and the amount available for grants each year is based on a "*Spending Policy*" with an objective of distributing up to 5% of the Fund's market value annually.

Expendable funds permit distributions in any amount (minimum of \$250 per distribution) at any time.

An expendable fund may be converted to an endowment, but an endowed fund may not become expendable.

- This fund is an endowment. It will make distributions in perpetuity.
- This fund is expendable. It will make distributions until fund assets are exhausted, at which time the fund will terminate.

3. How do you want to be recognized in RCF Fund Materials?

- I do not want my organization's name to be published in listings of funds at the Richmond Community Foundation.
- I would like my organization's name to be included in the list of funds at RCF. [Actual gift amounts are not listed.]

4. Fund Statements

Statements are issued quarterly and the organization will receive electronic notification. You may choose to receive a paper copy sent in the mail. Please indicate your preference:

- We want to receive statements electronically.
- We want statements sent in the mail.

Section 4: Gifts to Your Fund

1. Initial Investment

When do you plan to make your initial investment?

- immediately
 - other:
-

For immediate investments, what do you plan to contribute?

- cash, in the amount of \$
 - publicly traded securities*
 - real estate
 - privately held securities
 - other:
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***Note:** If you plan on transferring publicly traded securities, please contact Pamela Horan, Director of Finance and Administration, at 510.234.1200 ext. 304 or phoran@richmondcf.org; for instructions on how to complete the transfer.

2. Additional Contributions to the Fund

If you intend to make additional investments to the fund, please indicate how (check all that apply). You may contact your Philanthropic Advisor to discuss options.

- from personal assets of donors (during lifetime)
 - through estate gifts from donors
 - from one or more planned gifts (e.g., charitable remainder trusts)
 - other:
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Section 5: How did you hear about the Richmond Community Foundation?

Check all that apply:

- Coverage in the media
- An advertisement
- Recommendation from a professional advisor.

Name: _____

- Through exploring information on the Internet
 - I went directly to the Foundation's website
 - Through an existing donor at the Foundation
 - A Foundation presentation or speaking engagement
 - Word of mouth
 - Other:
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