



## New Fund Worksheet

### For Opening a Field of Interest Fund at the Richmond Community Foundation

Please complete this worksheet so we can help you open a field of interest fund at the Foundation. We will use the information you provide to prepare a customized draft Fund Agreement for your review. This worksheet is also intended to help you think about various aspects of your charitable giving through the Foundation, 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 a **field of interest 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 Director of Development.

#### Section 1: About Field of Interest Funds

Field of Interest Funds allow people to easily support the issues they care about. You will target your contribution to a specific or broad charitable cause or purpose, such as education, health, the environment, etc. The Foundation selects grantees within that field of interest. You may contribute assets to the fund when it is convenient for you. You are entitled to claim an income tax charitable deduction in the year(s) in which gifts are made to the fund. (Please consult with your tax advisor.) The Foundation completes due diligence to ensure that grant recipients from the fund are qualified charitable organizations and handles all reporting and other administrative tasks.

#### Section 2: About You

**1. Contact information:** Field of Interest funds may be established by one or more individual donors. The people you name below will serve as the official Fund Advisors. An Advisor is a person currently authorized to recommend grants from the Fund. If more than one Advisor is named, grant recommendations will be coordinated through the Lead Advisor and then submitted to the Foundation. Any Advisor may recommend to the Lead Advisor distributions from the Fund. The Lead Advisor will receive all correspondence related to the fund, along with other Foundation materials. If a couple is opening a fund, each spouse/partner should provide the information requested below. Contact information will not be shared outside the Foundation.

Please provide contact information on the following page.

## Contact Information

### Donor or Initial Lead Advisor

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Name

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Home Address

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City

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State

Zip

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Home Phone

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( )

Home Fax

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Home email address

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Business Name

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Business Address

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City

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State

Zip

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Business Phone

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( )

Business Fax

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Business email address

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Profession

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Date of Birth

### Donor or Advisor 2

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Name

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Home Address

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City

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State

Zip

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Home Phone

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Home Fax

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Home email address

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Business Name

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Business Address

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City

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State

Zip

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Business Phone

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( )

Business Fax

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Business email address

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Profession

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Date of Birth

## 2. Professional Advisor Information

Many people open field of interest 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

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Business phone

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Business fax

\_\_\_\_\_  
Email address

## Section 3: About Your Fund

### 1. Naming Your Fund

The name of your fund is important. Unless you plan for grants to be made anonymously (more on that below), including your family's name and issue of concern is appropriate—e.g., The Jones Family Arts Fund.

You may also name your fund in memory or in honor of someone.

If you wish to remain anonymous, consider naming your fund in a way that reflects your interests or a geographical reference, but not your corporate name—e.g., The Richmond Open Space Fund. You may name your fund for your family and grants can still be made anonymously. Your grants would be listed in grantee and Foundation listings as “Anonymous Fund.”

What do you want to call your fund?

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Fund

## 2. Expendable or endowed?

Endowments are permanent funds established to carry out the donor'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 grant distributions in any amount (minimum of \$250 per grant) at any time.

An expendable fund may be converted to an endowment (usually upon the death of the original donor/s), but an endowed fund may not become expendable.

- This fund is an endowment. It will make grant distributions in perpetuity.
- This fund is expendable. It will make grant distributions until fund assets are exhausted, at which time the fund will terminate.
- This fund is expendable during the lifetime(s) of the original donor(s). I/we wish the fund to become an endowment upon the death of the last original donor.

## 3. How do you want to be recognized for your grantmaking?

- I will let you know my preferences on a case-by-case basis. [Note: You will have an opportunity to indicate your preferences each time you recommend a grant.]
- I want my name and the name of the fund known to grant recipients and published in any public listings of grants, including ones published by the Foundation and grantee organizations.



## 6. Fund Statements

Statements are issued quarterly and all donors 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 (any user of RCF's Giving Center will have access to this).
- We want statements sent in the mail

## Section 4: Gifts to Your Fund

### 1. Initial Gift

When do you plan to make your initial gift?

- immediately
  - other:
- 

For immediate gifts, what do you plan to contribute?

- cash, in the amount of \$
  - publicly traded securities\*
  - real estate
  - privately held securities
  - other:
- 

**\*Note:** If you plan on transferring publicly traded securities, please contact Pamela Horan, Controller, at 510.234.1200 ext. 304 or [phoran@richmondcf.org](mailto:phoran@richmondcf.org); for instructions on how to complete the transfer.

### 2. Investment Preference

The Richmond Community Foundation wants to ensure that each Fund is invested in the investment pool that best matches the Fund's grantmaking time horizon and the donor's philanthropic goals. Descriptions of each investment pool are contained in our Investment Policy:

[http://www.richmondcf.org/documents/Investment\\_Policy.pdf](http://www.richmondcf.org/documents/Investment_Policy.pdf)

Please indicate your investment pool recommendation based on your grantmaking goals and the time horizon of your Fund. You can change your investment recommendation once per year upon written request.

Annual Grant Payout	Recommended Investment Pool	Time Horizon for the Fund's Assets
20 - 100% annually	Short Term Pool	This Pool should be considered for money with a time horizon of under three years.
Up to 5%	Medium Term Pool	This Pool is appropriate for non-endowed and endowed funds that have a time horizon that is between three and five years.
Up to 5%	Long Term Pool	This Fund is appropriate for endowed funds with time horizons beyond five years.

\_\_\_\_\_ % Short Term Pool    \_\_\_\_\_ % Medium Term Pool    \_\_\_\_\_ % Long Term Pool

Please note: All additional gifts to your Fund will be allocated according to the pools recommended above, unless otherwise requested in writing. If you have any questions or need additional information, please contact us at 510.234.1200 ext. 304.

### 3. Additional Contributions to the Fund

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

- from personal assets (during lifetime)
  - through my estate
  - from one or more planned gifts (e.g., charitable remainder trusts)
  - other:
- 

### 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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