



## New Fund Worksheet

### For Opening a Donor-Advised Fund at the Richmond Community Foundation

Please complete this worksheet so we can help you open a donor-advised 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 **donor-advised 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 Donor-Advised Funds

Donor-advised funds allow people to easily support the groups and issues they care about. You may contribute assets to the fund when it is convenient for you, and then recommend grants to qualified nonprofit groups, schools, and religious organizations at any time in the future. You are entitled to claim an income tax charitable deduction in the year(s) in which gifts are made to the fund, regardless of when you recommend grants. (Please consult with your tax advisor.) The Foundation completes due diligence to ensure that recipients are qualified charitable organizations and handles all reporting and other administrative tasks. A donor-advised fund may be established by an individual, family, or group.

#### Section 2: About You

**1. Contact information:** Donor-advised 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

---

State

Zip

---

( )

Home Phone

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( )

Home Fax

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Home email address

---

Business Name

---

Business Address

---

City

---

State

Zip

---

( )

Business Phone

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( )

Business Fax

---

Business email address

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Profession

---

Date of Birth

### Donor or Advisor 2

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Name

---

Home Address

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City

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State

Zip

---

( )

Home Phone

---

( )

Home Fax

---

Home email address

---

Business Name

---

Business Address

---

City

---

State

Zip

---

( )

Business Phone

---

( )

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 donor-advised 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. Unless you plan to recommend grants anonymously (more on that below), including your family name is appropriate—e.g., The John and Martha Jones Fund.

You may 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 name—e.g., The Richmond Open Space Fund. You may name your fund for your family and still recommend grants 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.

- I do not want grant recipients to know grants are from me, but the name of the fund may be published in any public listings of grants (This option is appropriate when the name of the fund does not include a family name—e.g., The Richmond Open Space Fund.)
- I want to make all grants anonymously. I want to remain anonymous both to grant recipients and in any public listings of grants.

**4. How do you want to be recognized for gifts you make to your fund?**

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

**5. How would you like us to handle mail from the groups you support?**

The groups you support typically like to send a thank-you letter to you, as well as newsletters, annual reports and organizational updates etc. We ask them to send all correspondence directly to the Foundation. We will forward desired correspondence to your attention. We will recycle all other mail. Please select one of the options below.

- Please forward all fund mail from grantee organizations to the street address below:
- Please forward thank you letters only to the street address below:
- Please do not forward any correspondence from grantee organizations.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_                      \_\_\_\_\_  
State                                      Zip

## 6. Working with the Foundation

Foundation staff is always available to help you with your grantmaking decisions. This can include doing research on groups and issues of interest to you, setting up site visits, and meeting with you to discuss your goals for your grantmaking. Please let us know your level of interest in these kinds of services.

- I/we may occasionally need these services and will let you know when we do.
- I/we are interested in meeting with someone at RCF to talk about my/our grantmaking interests.

## 7. 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
  - through my estate
  - 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; 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: The Future of Your Fund

### 1. Successor Advisors

The Donor may name one or more Successor Advisors to the Fund to act upon the death, resignation, refusal, removal, or inability to act of the last named Advisor(s). At any time that the **Fund** has multiple Advisors, the **Fund** Advisors shall select a Lead Advisor who will transmit grant recommendations to the Foundation. It is understood that in the event that no Advisor is able and willing to act, the Foundation's Board of Directors shall make decisions without an Advisor in accordance with its "Inactive Fund Policy".

provide contact information below:

#### Lead Successor Advisor 1

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State                                  Zip

(    )  
\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Home email address

\_\_\_\_\_  
Current Age

#### Successor Advisor 2

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State                                  Zip

(    )  
\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Home email address

\_\_\_\_\_  
Current Age

- I do not want a Successor Advisor.*** Instead, I want grants from this fund to be made by the Foundation as follows:
- Unrestricted. The Foundation may make grants where the needs are greatest in the community.



Area(s) of interest. [If you select this option, please provide information on your area(s) of interest in Question 2 below.\*]

To the following specific organization(s):

**Organization 1**

**Organization 2**

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Purpose of grants

\_\_\_\_\_  
Purpose of grants

**\*2. Your Area(s) of Interest**

If you have chosen to determine the area(s) of interest that grants from this fund should support after you are no longer serving as the Lead Advisor, please describe them:

\_\_\_\_\_

\_\_\_\_\_

**Section 6: 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:
- 

### **Section 7: More about You**

Please tell us something about yourself and your family to help us better understand your background and interests.

Family information; children, length of time in Richmond, etc.

Schools/universities attended; degrees conferred:

Employment background:

Nonprofit affiliation(s), including board service: