



**FUND NAME:**

*We encourage your creativity. Consider whether you prefer to be known, be anonymous or honor a person or place in your life.*

## FUND ADVISOR

### PRIMARY CONTACTS

#### CONTACT 1

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She  He  They  Zie  Other:   
First name MI Last name ----- Pronoun -----

DOB Name of Entity (if applicable)\*

Preferred Mailing Address - This address is for a HOME:  BUSINESS:

Street City State Zip code

Home Phone Mobile Phone Business Phone

Primary Email Secondary Email

#### CONTACT 2

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She  He  They  Zie  Other:   
First name MI Last name Preferred pronoun

DOB Name of Entity (if applicable)

Preferred Mailing Address - This address is for a HOME:  BUSINESS:

Street City State Zip code

Home Phone Mobile Phone Business Phone

Primary Email Secondary Email



REPORTING

Send reports to: Contact 1 Contact 2 Other (Enter information below.)

Name Phone

Full Address Email

\*If your fund is being opened by an agency or entity, authority will be transferred to the successor occupying that position as staffing changes, unless otherwise requested by the president or chair of your organization. Please provide the name, title and contact information for the current person having authority:

Name Title/Position Phone

OPENING CONTRIBUTION (Minimum \$10,000)

Initial Contribution Amount:

Cash Real Estate Life Insurance Securities Other

FUND CATEGORY: Endowed Non-Endowed / Stewardship

Endowed Funds:

Endowed funds are also referred to as "permanent" funds. Distributions from endowed funds are limited to our current spending rate and subject to our spending policy. Historically, this has been from 4 to 5%.

Non-Endowed Funds:

Non-endowed funds are also referred to as "non-permanent" funds. The balance of a non-endowed fund is available for spending in part or in whole at any time. Non-endowed Agency Funds (known as "Stewardship Funds") require documentation of a vote of the majority of the Board of Directors of the Agency for expenditure.

FUND TYPE (select one) Donor Advised Agency Designated Scholarship Field of Interest

Please complete the corresponding Fund Type section:

Donor Advised Fund

I will name one or more Successor Advisors I do not wish to name a Successor Advisor (Please see additional section later in this document regarding Donor Advised Funds)



# JEFFERSON COMMUNITY FOUNDATION Universal Fund Agreement

### Agency Fund

100% of payouts from the Fund will be used to support the following 501(c)(3) nonprofit or other accepted entity:

### Designated Fund

Payouts from the fund will be used to support the following 501(c)(3) nonprofits or other accepted entities:

	Percent:	Entity:
1)	<input type="text"/>	<input type="text"/>
2)	<input type="text"/>	<input type="text"/>
3)	<input type="text"/>	<input type="text"/>
	100%	

### Scholarship

Annual payouts from the fund will be used for the following scholarships:

- Those listed on the WashBoard (through JCF) whose applicants then will be reviewed and selected by a committee designated to make scholarship recommendations.
- Those to support students at a specific school or for a specific program with 501(c)(3) status.

### Field(s) of Interest

At your discretion, annual payouts from the funds can be focused on grants in the following area(s). You may choose one or more:

- Animal Welfare
- Arts & Culture
- Education
- Community Improvement
- Environment
- Food/Nutrition
- Housing
- Health & Wellness
- Seniors
- Social Services
- Youth
- Other:

## INVESTMENT PREFERENCE

- Low-Risk Investment Pool      \$  or  %
- Short-Term Investment Pool      \$  or  %
- Long-Term Investment Pool      \$  or  %
- Socially Responsive Investment Pool      \$  or  %

*Investing preferences may be changed up to one time per year upon request.*



### Low-Risk Investment Pool:

This pool is designed for funds that cannot tolerate a potential loss of principal. The Low-Risk Investment Pool is invested in vehicles such as short-term Treasury Funds and other government Money Market funds. Returns are not anticipated to keep pace with any spending and administrative expenses. As such, over time, there is a high probability that a fund will decline in both nominal and inflation-adjusted terms, eventually reaching a zero balance. This pool is not recommended for endowed funds.

### Short-Term Investment Pool:

The goal for this pool is to provide the optimum total return and protection of principal for non-endowed or expendable funds which have an expected life from one to five years. Balances of funds which are invested for less than this period may be subject to greater than acceptable volatility of return. Such balances would have a higher erosion of principal. The primary objective is to retain principal value and offset inflation.

### Long-Term Investment Pool:

The primary objective is to achieve an annualized total return, through appreciation and income, equal to or greater than the rate of inflation (as measured by the broad, domestic Consumer Price Index) plus any spending and administrative expenses thus, at a minimum, maintaining its purchasing power. The Long-Term Pool seeks to outperform its benchmarks over full market cycles (for measurement purposes: five years). Because the Long-Term Pool contains higher equity exposure it correspondingly entails greater year-over-year volatility.

### Socially Responsive Investment (SRI) Pool:

The primary objective is the same as the Long-Term Investment Pool, while at the same time taking a holistic approach into responsive investing with a diversified allocation in region, market cap, economic inputs as well as SRI considerations. While there is no absolute delineations within many SRI mandates, the following are general descriptions of the broad areas of emphasis:

- Environmental issues: Environmental screening is associated with the practice of considering environmental and energy matters as a metric of corporate performance.
- Corporate Governance issues: Positive corporate governance considers the short and long-term impact of Board decisions on the shareholders of the firm.
- Social Issues: Social screening is associated with the practice of considering relationships with stakeholders such as employees, customers, communities and governments as a metric of corporate performance.
- Negative screening: Investment managers in this portfolio will make best efforts to avoid investing in companies that are involved in: meaningful revenue from manufacture or production of alcohol products, tobacco products, GMO foods, weaponry, gaming activities, pornography, or engage in animal testing or any form of stem cell research.



## ADDITIONAL INFORMATION ABOUT DONOR-ADVISED FUNDS

### Restrictions

*(Please initial each line to indicate that you have read and understand the information.)*

- The IRS imposes restrictions on distributions from Donor-Advised funds as follows:
- Grants to individuals are prohibited from a donor-advised fund, whether the check is written directly to an individual or to an entity for the benefit of a specified individual.
- Grants cannot be made to a nonprofit organization to retire or reduce a pledge previously made by the donor, advisor or related party.\*\*
- Grants cannot be made to a nonprofit organization, which in turn provides benefits to the same donor, advisor or related party.\*\* For example, a donor cannot claim a tax deduction for a gift to his or her donor-advised fund held by Jefferson Community Foundation and subsequently receive an additional tax deduction from the grant recipient organization.
- A donor, advisor or related parties\*\* cannot receive more than an incidental benefit from a grant recipient organization. For example, event tickets, patron recognition or special privileges would be considered more than an incidental benefit; while token gifts, such as key chains or coffee mugs are considered incidental benefits.
- Donor, advisors and related parties\*\* are prohibited from receiving grants, loans, compensation or similar payments (including expense reimbursements) from a donor-advised fund.

*\*\*Related parties are the donor's or advisor's family members (spouse, ancestors, children, grandchildren, great-grandchildren, brothers, sisters, and any of their spouses) and 35-percent controlled entities. Thirty-five percent controlled entities are entities in which donors, advisors, or their family members (separately or collectively): (1) own more than 35% of the total combined voting power if the entity is a corporation; (2) own more than 35% of the profit interest if the entity is a partnership; or (3) own more than 35% of the beneficial interest if the entity is a trust or estate.*

### Successor Advisors

Donor Advisors of donor-advised funds may create a succession plan for the fund. Individuals named as Donor Advisors are authorized to recommend grants, change the fund name or appoint additional Advisors and Successor Advisors. The Donor and any Advisor may designate any person to be a Successor Advisor and assign the rights and duties associated with the fund upon an Advisor's death or resignation.

A Successor Advisor is authorized to recommend grants from the fund in the event the Donor Advisor(s) resigns or is otherwise unable or unwilling to act in this capacity. Please identify one or two Successor Advisors if you like. Successor Advisors must be at least 18 years old to recommend a grant. If the Successor Advisor is under 18 years of age, Jefferson Community Foundation will work with the minor's guardian to facilitate grants from the fund. If a final Successor Advisor dies or resigns, the fund balance will become available for unrestricted use by Jefferson Community Foundation.



# JEFFERSON COMMUNITY FOUNDATION Universal Fund Agreement

Once a successor advisor to a donor-advised fund becomes the primary advisor, they in turn can appoint their own successor advisors. There is no limit to the number of times an advisor can appoint a successor advisor for active funds.

## SUCCESSOR 1

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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First name	MI	Last name	DOB

Address - This address is for a HOME:  BUSINESS:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street	City	State	Zip code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone	Mobile Phone	Business Phone	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary Email	Secondary Email	Relationship to Advisor(s)	

## SUCCESSOR 2

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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First name	MI	Last name	DOB

Address - This address is for a HOME:  BUSINESS:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street	City	State	Zip code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone	Mobile Phone	Business Phone	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary Email	Secondary Email	Relationship to Advisor(s)	

### Inactive Donor Advised Funds:

In order for Community Foundation to carry out its mandate to distribute charitable dollars into the community, Community Foundation periodically monitors fund activity. If the donor-advisor has not made a grant recommendation for a two-year period, Community Foundation will contact the advisor(s) to discuss a mutually agreed upon distribution plan to be implemented within a one-year time-frame. If the donor-advisor has not made a grant recommendation within a three-year period, the Community Foundation will have the option to allocate the amount available for spending from the fund to unrestricted use.

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## GENERAL FUND TERMS & CONDITIONS *(applies to all Funds)*

### Tax Status of Funds:

Funds established at Jefferson Community Foundation (the "Community Foundation") are component funds of Jefferson Community Foundation, a Section 501(c)(3) public charity and are tax deductible to the extent allowed by law, subject to individual and corporate limitations.

### Property of the Fund:

The fund shall include the property received herewith, such property as may from time to time be received by the Community Foundation from the donor for inclusion in the fund and accepted by the



Community Foundation, and all undistributed income from the foregoing property. The fund shall be the property of the Community Foundation, held by it in its corporate capacity, and shall not be deemed a trust fund held by it in a trustee capacity. The Community Foundation shall have the ultimate authority and control over all property in the fund, and income derived there from, in accordance with the Articles of Incorporation and Bylaws of the Community Foundation, as they may be amended from time to time, and the terms of this Agreement applied in a manner not inconsistent with said Articles and Bylaws.

#### **Administrative and Investment Fees:**

The fund shall be assessed an annual administrative fee and a fee to cover investment consultant and custodian expenses. The amounts of such fees shall be the amounts assessed to similar funds held by the Community Foundation based upon its administrative fee schedule in effect at the time the annual fee is assessed and the amount of investment consultant and custodian fees paid to outside parties. Please note, the fees you pay to JCF go right back into the local community to support our nonprofit services and programs such as workshops, trainings etc.

A note about the fees charged by JCF: Compared to a private option like Fidelity or Schwab Charitable, JCF's fees might seem high, however, choosing JCF is an additional way of strengthening your local philanthropy. The fees you pay at JCF fund our nonprofit services, including things like nonprofit knowledge exchanges and trainings, convening to increase collaboration, strategy guidance, free access to a national funders database, and access to an event supply lending library. We believe the choice is akin to that of where you buy your groceries. You can buy groceries for less at places like Walmart or you can pay a little more at the Farmers Market or Food Co-op and help support a local ecology of farmers and food supply. When you give through a community foundation, you pay a little more but you support a healthy ecology of nonprofits and social support systems.

#### **Distributions:**

On endowed funds, distributions from the fund are governed by the Community Foundation's spending policy. The Community Foundation reserves the right to change the spending policy from time to time at its discretion within the parameters established by law. For donor-advised funds, the Donor Advisor may recommend distributions to qualified charitable organizations for qualified charitable uses; the recommendation shall be submitted in writing to the Community Foundation. It is recognized that distributions must be in furtherance of the Community Foundation's charitable purpose, as defined in Section 1.170 A-9(e)(11) of the Internal Revenue Service Regulations, and that final control over distributions resides with the Community Foundation through its Board of Directors. Each grantee must be able to satisfy the Community Foundation's due diligence requirements in order to obtain the approval of the Board of Directors. Final approval of grants recommended by advisors rests in the hands of the Board of Directors of Jefferson Community Foundation.

#### **Variance Power:**

The Community Foundation may modify any recommendation or condition on distribution from a fund for any specified charitable purpose or to any specified charitable organization if, in the sole judgment of the Community Foundation, such recommendation or condition becomes unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community. Whenever possible, the Community Foundation will confer with the donor or the donor's representative before the fund is modified and stay as close as possible to the original intent of the donor.

If the Community Foundation ceases to be a qualified charitable organization, or if the Community Foundation proceeds to dissolve, the assets of the fund shall, after payment or making provision for payment of any liabilities properly chargeable to the fund, be distributed in such a manner and to such an organization in Jefferson County community as satisfies the requirements of a qualified charitable organization and serves purposes similar to those of the original underlying donor intent.





Additions to the Fund:

Gifts may be added to the fund at any time by the donor. Other donors may also contribute to any fund types, excluding agency funds.

Financial Reports:

The Community Foundation shall provide a financial status report at least annually.

Investment of Assets:

Assets contributed to funds established at the Community Foundation will be managed in accordance with the Community Foundation's 'Investment Policy Statements.' All outside investment managers shall be provided with a copy of, and must agree to adhere to, the Community Foundation's 'Investment Policy Statements' as a condition of continued service in such capacity, and the Community Foundation reserves the right to replace any outside investment manager at its sole discretion. Minimum fund values are required for outside investment.

Definitions and Construction:

As used in the Agreement, a 'qualified charitable organization' means an organization described in Section 501(c)(3), which is not a private foundation under Section 509(a) of the Internal Revenue Code of 1986.

It is intended that the fund shall be a component fund of the Community Foundation and that nothing in this Agreement shall affect the status of the Community Foundation as an entity which is a qualified charitable organization. This Agreement shall be interpreted in the manner which is consistent with the foregoing intention to conform to the requirements of the Internal Revenue Code and any regulations issued pursuant thereto applicable to the status of the Community Foundation as a charitable foundation.

COMMUNICATION/GRANT & COMMUNITY ACKNOWLEDGMENT

- May we list your Fund's name in publications (Annual Report, website etc.)? Yes No
Would you like grant recipients to know that you/your Fund is the source of the grant? Yes No
Would you like to receive our newsletter? Yes No
From time to time we learn of compelling giving opportunities from our nonprofit partners.
Would you like to be notified of these opportunities as we become aware of them? Yes No

REFERRAL SOURCE

Please tell us how you first heard about Jefferson Community Foundation:

- Friend/Associate JCF Employee JCF Board Member Attorney/Financial Planner
JCF Website Other:

Would you share their name?:

OPTIONS FOR SUPPORTING THE WORK OF JEFFERSON COMMUNITY FOUNDATION

Estate Planning

- I have remembered Jefferson Community Foundation in my Estate Plan.
I would like more information about including Jefferson Community Foundation in my Estate Plan.





**Support Jefferson Community Foundation Today**

JCF is funded primarily by people like you who understand that having a central means of connecting across issues, sectors, geographies, and traditional divides makes a stronger, more resilient community.

By giving to JCF directly, you are supporting:

- Increased capacity to serve and connect all 30,000+ residents of Jefferson County to meet crises head on and navigate systemic issues with collaboration and innovation.
- A landscape knowledge of needs and opportunities that results in greater cumulative impact by all residents.
- A centralized resource for philanthropic insights and strategies.
- A strong JCF with effective systems, efficient operations, and a culture of equity, accountability, and hope.

**ACKNOWLEDGMENT & SIGNATURES**

I acknowledge that I have read Jefferson Community Foundation Fund Terms and Conditions and agree to the terms, fees and conditions described therein. I understand any contribution, once accepted by the Community Foundation, represents an irrevocable contribution. The Community Foundation Board of Directors has variance power under IRS regulations, and this gift is not refundable to me. In matters of charitable donations, donors are encouraged to review tax or estate related issues with their professional advisor.

I hereby certify, to the best of my knowledge, all information presented in connection with this form is accurate, and I will notify the Community Foundation promptly of any material corrections.

**Primary Contact**

**Secondary Contact**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Typed or printed name

Typed or printed name

Date

Date

Please share with us what motivated you to open this fund:



## Please send this form to:

Jefferson Community Foundation  
PO Box 1394  
Port Hadlock, WA 98339

ATTN: Siobhan Canty, CEO and President

Or email to: [siobhan@jcf Gives.org](mailto:siobhan@jcf Gives.org)

**NOTE:** A copy of the fully executed agreement will be sent to you. The original will be filed at JCF.

### THIS SECTION FOR JCF USE

This agreement accepted by:

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Typed or printed name

\_\_\_\_\_

Date