

**GREATER SABETHA COMMUNITY FOUNDATION  
AGENCY FUND AGREEMENT**

*The Greater Sabetha Community Foundation is an affiliate of the Greater Manhattan Community Foundation  
a 501(c) (3) public charity EIN #48-1215574, incorporated in the State of Kansas.*



THIS AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the Greater Manhattan Community Foundation (“GMCF”), a Kansas not-for-profit charitable corporation, and \_\_\_\_\_ (“Agency” or “Organization”)

**AGENCY TAX IDENTIFICATION NUMBER:** \_\_\_\_\_

**AUTHORIZED FUND REPRESENTATIVE INFORMATION**

**Authorized Representative 1** *(all notices and correspondence will be sent to this authorized representative, unless otherwise specified)*

Designation by Position/Title and/or Name (e.g. Director of XYZ Agency, currently Mr. John R. Smith)

Business or Organization Name (if applicable)

Mailing Address City State Zip

Business Phone Home Phone E-Mail

**Authorized Representative 2**

Designation by Position/Title and/or Name (e.g. Director of XYZ Agency, currently Mr. John R. Smith)

Business or Organization Name (if applicable)

Mailing Address City State Zip

Business Phone Home Phone E-Mail

**Authorized Fund Representative Privileges**

Unless otherwise specified below, each Authorized Fund Representative will have full and equal advisory privileges. I/We desire that recommendations as to the investment of the fund assets, distributions/grants from the Fund, and continuity and distribution upon dissolution be made as follows: \_\_\_\_\_

**AUTHORIZED FUND REPRESENTATIVES**

Authorized Fund Representatives have the exclusive privilege to recommend: 1) distributions/grants, 2) changes to the investment of fund assets, and 3) continuity and distribution upon dissolution. An Authorized Fund Representative(s) at Establishment of Fund Form must be completed as part of the establishment of this Fund. Please refer to the Foundation’s Policies and Procedures for Operating a Agency Fund regarding the policy for updating authorized fund representatives to the Fund.

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**NAME OF FUND**

The name of the Fund shall be the: \_\_\_\_\_ Fund ("Fund").

The Foundation's policy is to include fund names in GMCF materials including our annual report, web site and other publicity as a way to recognize charitable organizations that have established funds at GMCF, unless they prefer anonymity. If you do **not** wish for your Agency's name to be included in Foundation publicity, please initial and check the boxes below as appropriate:

\_\_\_/\_\_\_  I do **not** wish for the Agency's name to be included in Foundation publicity.

**PURPOSE OF FUND**

The primary purpose of the Fund shall be to provide support to \_\_\_\_\_  
\_\_\_\_\_, consistent with the exempt purposes of the Foundation.

**TYPE OF FUND**

**Please select the type of Fund you wish to establish and initial by your selection:**

\_\_\_/\_\_\_  **Endowed Fund:** Endowed funds are established with the intent they be permanent. An endowment assures distributions will be made according to the charitable purposes set forth in the Fund Agreement in perpetuity so long as the fund's charitable purposes can be served. Endowment funds are subject to the Foundation's Spending Policy which may be amended at the sole discretion of the GMCF Executive Board of Trustees.

\_\_\_/\_\_\_  **Expendable Fund:** Expendable funds are non-permanent in nature. They are established with the intent that both the earnings and principal will be distributed for charitable causes. Once the original gift and any related earnings are exhausted, the fund terminates unless additional gifts are made to the fund. Expendable funds are normally invested to provide a stable principal balance.

**CONTRIBUTIONS**

Upon execution of this Agreement, the Donor shall transfer irrevocably to the Foundation the following property to establish the Fund. This property and all future contributions from the Donor or other third-party donors which are accepted by the Foundation shall be held, administered and distributed in accordance with this Agreement. If making a contribution of multiple securities or assets, please attach pages as needed.

- Check for \$ \_\_\_\_\_
- Bequest or other deferred gift
- Closely held stock, Partnership or LLC interest, etc. *(attach detail of asset)*
- IRA/Retirement Plan/Life Insurance *(Attach a copy of your beneficiary designation form)*
- Publicly Traded Securities: \_\_\_\_\_ shares of \_\_\_\_\_ (
- Real Estate (attach detail of property)
- Other \_\_\_\_\_

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## INVESTMENTS

The assets of the Fund shall be reviewed, invested and approved according to the Foundation's Investment Policy established by the GMCF Investment Committee and approved by the Executive Board of the Trustees. Please indicate your investment preference by initialing your choice. All recommendations to change investment options must be made in writing.

\_\_\_/\_\_\_  **Growth:** This model is recommended for long-term growth of principal and income. **The market value of this portfolio is NOT guaranteed and may decline in value.**

\_\_\_/\_\_\_  **Balanced:** This model is recommended for long-term growth of principal and income. **The market value of this portfolio is NOT guaranteed and may decline in value.**

\_\_\_/\_\_\_  **Income:** This model is recommended for long-term growth of principal and income. **The market value of this portfolio is NOT guaranteed and may decline in value.**

\_\_\_/\_\_\_  **Money Market:** This portfolio objective is recommended for stable principal balance, which is non-permanent and expendable. **The market value of this portfolio is not guaranteed, but declines in value are anticipated to be relatively modest and infrequent.**

\_\_\_/\_\_\_  **Capital Preservation:** This model is recommended for expendable funds that have a short-term time horizon of approximately one to two years. This option seeks to maximize current income consistent with the preservation of principal, maintenance of liquidity and limited volatility. **The portfolio may not keep pace with inflation and may not maintain a stable value over short periods of time.**

Donors with endowed funds greater than \$50,000 may recommend an outside investment manager of their choice.

\_\_\_/\_\_\_  I wish to use \_\_\_\_\_ as my outside investment manager.

### **The undersigned acknowledge and agree that:**

- The Fund is subject to the terms and conditions of the Foundation's governing instruments, as amended. Among other things, the governing instruments provide that the Foundation has the power to modify and vary any fund request in the event it becomes inconsistent with the charitable purposes of the Foundation.
- The GMCF may at any time, at its sole and absolute discretion, change the investment of all or any portion of the assets or allocations in the Fund.
- If this recommendation is accepted, the investments will be administered in accordance with the financial policies of the GMCF.
- Investments are subject to normal market and interest rate risks, and any gain or loss generated by the investments in the Fund will be credited or charged to the Fund.

## DISTRIBUTIONS

Amounts available for grant making from the Fund may be distributed for the charitable purposes described in this agreement. For endowed funds, the amount available for grant making from the Fund is determined in accordance with the Foundation's Spending Policy for endowed funds. If the fund is expendable in nature, distributions may be made in any amount not to exceed the balance of the fund.

Recommendations for distributions of amounts available for grant making may be submitted throughout the year. The Authorized Fund Representative(s) may from time to time submit to the Foundation written recommendations for grants from the Fund. When a distribution is desired, one of the authorized fund representatives must submit to the Foundation a written recommendation (in person, via email, by mail, or by fax) with respect to the distribution by completing a Distribution Recommendation Form, which may be obtained from our office. Such recommendations will be solely advisory and are subject to due diligence by Foundation staff and final approval of the Executive Board of Trustees in accordance with the exempt status and charitable purposes of the Foundation. No distribution shall be made from the Fund if such distribution will, in the judgment of the Executive Board of Trustees of the Foundation, endanger the Foundation's Code Section 501(c)(3) status. The Board shall monitor all distributions from the Fund to ensure it is used exclusively for charitable or other

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exempt purposes (within the meaning of Codes Section 170(c)(1) or (2)(B), and shall have all powers of modification and removal specified in United States Treasury Regulations Section 1.170A-9(e)(11)(v)(B).

## CONTINUITY AND DISTRIBUTION UPON DISSOLUTION

The fund shall continue so long as assets are available in the Fund and its purposes can be served by its continuation. In the event the Organization and its legal successors cease to exist or the Organization loses its charitable status, the Authorized Fund Representative(s) may recommend that the Fund continue as an endowed or expendable fund, as established by this fund agreement, to provide support to another qualified 501(c)(3) public charity or that the remaining fund assets be directed to another fund at the Foundation. **Please select one option:**

### Option 1: Continuation of Fund

The Authorized Fund Representative(s) recommend that the Fund continue as a **Designated Fund** to provide support to the following qualified 501(c)(3) public charity:

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If, in the judgment of the Foundation’s Executive Board of Trustees, the recommended continuation option is incapable of fulfillment, unnecessary, or inconsistent with the charitable and exempt purposes, the Executive Board will endeavor to direct the Fund to support the charitable purpose(s) that most nearly reflect the recommended purpose for the continuation of the Fund. Such disposition of this Fund shall be made in accordance with established procedures of the Foundation.

### Option 2: Distribution of Fund

The Authorized Fund Representative(s) recommend that any remaining assets in the Fund be transferred to the following Foundation fund(s) as specified below. **Please initial by each fund selected.** Total of percentages should equal 100.

<u>Initials</u>	<u>%</u>	<u>Initials</u>	<u>%</u>
___/___	_____	___/___	_____
___/___	_____	___/___	_____
___/___	_____	___/___	_____
___/___	_____	___/___	_____
___/___	_____	___/___	_____
___/___	_____	___/___	_____
___/___	_____	___/___	_____

If, upon dissolution of this Fund under the terms of this document, one or more of the funds recommended above no longer exists, the percentage indicated for that fund will be directed to other existing funds as recommended by the authorized rep(s) above. If none of the recommended funds selected exist upon distribution under the terms of this document, the residual assets of the Fund will be transferred to the Foundation’s Unrestricted Fund for Greater Manhattan.

The Authorized Fund Representative(s) may update these recommendations from time to time by executing a new Recommendation for Continuity and Distribution Upon Dissolution of a Field of Interest Fund Form available at the Foundation. If no recommendation has been made by the Donor(s) or Authorized Fund Representative(s), the Fund’s assets will be transferred to the Foundation’s Unrestricted Fund for Greater Manhattan.

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**AGREEMENT SIGNATURES**

**POLICIES AND PROCEDURES**

The undersigned have received and reviewed the Foundation’s Endowed Funds Spending Policy, and Policies and Procedures for Operating an Agency Fund and agree to their terms and conditions described therein. The undersigned understand that any contribution, once accepted by the Foundation, represents an irrevocable gift to the Foundation and is not refundable. The undersigned hereby certify that all information presented in connection with this application is accurate and will promptly notify the Foundation in writing of any changes in contact information.

**FUND ADMINISTRATION AND FEES**

The Fund shall be administered according to procedures established by the Foundation, which may be amended from time to time. The Foundation shall assess fees to the Fund as provided by the terms of its Fund Administration Fee Schedule. The undersigned acknowledge receipt of the Foundation’s Fund Administration Fee Schedule and agree to the terms and conditions described therein.

**INVESTMENTS**

The undersigned acknowledge and agree that IRS regulations enable authorized rep(s) to recommend investment preferences but require the Foundation to retain final discretion regarding those preferences. The undersigned understand that investments will be administered in accordance with the policies of the Greater Manhattan Community Foundation. The undersigned acknowledge that investments are subject to market and interest rate fluctuation risks, and that any gain or loss generated will be credited or charged to the fund.

**INDEMNITY**

In consideration of the Foundation’s creating a fund at the request of the individual(s) or entity named and for other good and valuable consideration, the undersigned hereby agree to indemnify and hold harmless the Foundation, its directors, officers and other representatives, against any liability, cost, or expense which the Foundation may incur by reason of its acting upon recommendations given to the Foundation by any of the authorized persons named.

**VARIANCE POWER**

It is understood that the Fund is a component part of the Foundation, which shall be held as general assets of the Foundation and not as a separate trust fund. The Foundation has absolute authority over the Fund and the income derived therefrom, subject to the laws of the State of Kansas and the Foundation’s Articles of Incorporation and Bylaws. The Board shall monitor the distribution of the Fund to ensure it is used exclusively for charitable or other exempt purposes (within the meaning of Codes Section 170(c)(1) or (2)(B)), and shall have all powers of modification and removal specified in United States Treasury Regulations Section 1.170A-9(e)(11)(v)(B). The Foundation reserves the right to vary the terms of any gift if any conditions or restrictions with respect to such gift are, in the judgment of the Board, unnecessary, incapable of fulfillment, or inconsistent with the charitable or exempt purposes of the Foundation.

**AGREEMENT SIGNATURES**

**AUTHORIZED FUND REPRESENTATIVE 1**

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name (Please Print)  
\_\_\_\_\_  
Date

**AUTHORIZED FUND REPRESENTATIVE 2**

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name (Please Print)  
\_\_\_\_\_  
Date

**GREATER MANHATTAN COMMUNITY FOUNDATION**

\_\_\_\_\_  
Signature  
**Vernon J. Henricks**                      **President & CEO**  
\_\_\_\_\_  
Name / Title (Please Print)  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name / Title (Please Print)  
\_\_\_\_\_  
Date

Date of Initial Gift:                      \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of Board Approval:                      \_\_\_\_ / \_\_\_\_ / \_\_\_\_