

FUND WORKSHEET
for
Opening a Donor Advised Fund

This worksheet can help you think about how to structure your philanthropy by opening a donor-advised fund at Truckee Tahoe Community 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.

This worksheet is for opening a donor advised fund only.

ABOUT YOU

Contact Information

Donor-advised funds may be established by one or more individual donors or by a business. The people you name below will serve as the official Fund Contacts and 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.

Donor 1

Name

Home Address

City/State/Zip

Home phone

Email address

Mailing address (if different from above)

City/State/Zip

Business Name

Business Address

City/State/Zip

Business phone

Profession

Date of Birth

Donor 2

Name

Home Address

City/State/Zip

Home phone

Email address

Mailing address (if different from above)

City/State/Zip

Business Name

Business Address

City/State/Zip

Business phone

Profession

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: Attorney CPA Financial Planner Other

Name

Name of Firm

Business Address

City/State/Zip

Phone Number

Email address

ABOUT 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 Phil and Susie Smith 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 Tahoe Outdoors 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? _____ Fund

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 rule" that currently distributes 3.25% of the Fund's market value annually.

Expendable funds permit grant distributions in any amount (minimum of \$100 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.
- Other. Please explain:

HOW DO YOU WANT TO BE RECOGNIZED FOR YOUR GRANTMAKING?

- 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 Tahoe Outdoors Fund.)
- I want to make all grants anonymously. I want to remain anonymous both to grant recipients and in any public listings of grants.
- 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.]

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 Truckee Tahoe Community Foundation.

- I would like my name to be included in the list of contributors to funds at TTCF [Actual gift amounts are not listed.]

HOW WOULD YOU LIKE US TO HANDLE MAIL FROM THE ORGANIZATIONS YOU SUPPORT?

The groups you support typically like to send a thank-you letter to you, as well as newsletters, annual reports, etc. We ask them to send all correspondence directly to the Foundation. We will forward only first class mail to your attention. We will recycle all other mail.

- Please do not forward any correspondence from grantee organizations.
- Please forward all first class correspondence from grantee organizations to:

Name

Mailing Address

City/State/Zip

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 are interested in meeting with someone at TTCF to talk about my/our grantmaking interests.
- I/we may occasionally need these services and will let you know when we do.
- I/we already know our grantmaking interests and do not need these services.

GIFTS TO YOUR FUND

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 \$ _____
- Real estate
- Publicly traded securities
- Privately held securities
- Other: _____

*Note: If you plan on transferring publicly traded securities, please contact Kristi Darzynkiewicz, TTCF controller: kristi@ttcf.net, (530) 587-1776 for instructions on how to complete the transfer.

FUND INVESTMENT

As the fiduciary for charitable fund, the Foundation is responsible for ensuring its investment strategy aligns with the charitable purposes and philanthropic goals of a fund. To enhance efficiency and reduce the cost of operations, contributions to funds are pooled with donations from other donors for investment management and administrative purposes.

Investment Pool Selection

Upon creation of a fund, the Foundation assigns it to one of three investment pools. A donor may recommend that a fund be invested in one of the following pools:

- **Permanent Pool:** The permanent pool is invested for long-term growth and appreciation across multiple investment managers. The current asset allocation of this pool is 60 percent domestic and international equities, 30 percent fixed-income and 10 percent alternative investment strategies.

- **Short-Term Liquidity Pool:** This pool is designed for fund with short-term purposes or goals. Its holdings include money market, commercial paper and short-term bonds with a goal of principal preservation and income generation.
- **Cash Pool:** This pool is designed to facilitate grantmaking that will be disbursed within three months.

"Separately-Managed Accounts" and Pools

For larger funds with balances of more than \$3 million, a donor may recommend an investment institution or advisor for the fund subject to an investment policy statement for the fund approved by the Foundation.

Note: If a fund has been inactive for more than two years, the Foundation reserves the right to switch the fund's investment pool.

ADDITIONAL CONTRIBUTIONS TO THE FUND

If you intend to make additional gifts to the fund, please indicate how (check all that apply). You may call Ann Pridgen, Director of Donor Engagement at (530) 587-1776 or ann@ttcf.net to discuss your gift options.

- From personal assets (during lifetime)
- Through my estate
- From one or more planned gifts (example, charitable remainder trusts)
- From family and friends
- As a results of broad-based community fundraising efforts (please describe your plans on a separate sheet)
- Other: _____

THE FUTURE OF YOUR FUND

Naming Successor Advisors

- I want to appoint Successor Advisors.
You may designate individuals (for example, children) as Successor Advisors to recommend grants from the fund after your death, incapacity or resignation as the Fund Advisor. Typically, donors suggest one generation of Successor Advisors.

Please provide contact information below:

Successor Advisor 1

Name

Home Address

City/State/Zip

Home phone

Email address

Mailing address (if different from above)

City/State/Zip

Date of Birth

Relationship to Donor

Successor Advisor 2

Name

Home Address

City/State/Zip

Home phone

Email address

Mailing address (if different from above)

City/State/Zip

Date of Birth

Relationship to Donor

Please contact us if you wish to name more than two Successor Advisors.

How much discretion do you want the Successor Advisor(s) to have in recommending grants?

- Complete discretion. My Successor Advisor(s) may recommend grants to any qualified organization.
- Limited discretion. [If you select this option, please provide information on your area(s) of interest in Question 2 below.*]

If you have named more than one Successor Advisor:

- All Successor Advisors must agree on each grant recommendation. [If you select this option, please indicate the name of the Successor Advisor who will serve as the Fund Contact – for example, the person who will be able to provide advice to the Foundation, including submitting grant recommendations, and who will receive all correspondence related to the fund, along the other Foundation materials]:
- Each Successor Advisor may recommend grants on a pro rata share of the assets available for grants.

If you do not want a Successor Advisor

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 organizations:
 1. _____
 2. _____
 3. _____