



Field of Interest Fund Agreement

Choose one: Establish a new fund Update existing fund

What is the name of your fund? e.g. *Smith Family Fund, Cobblestone Fund, etc.*

How should this fund be recognized?

- The Community Foundation may use the fund name for grants and in Foundation publications.
- This fund should remain anonymous in grant letters and Foundation publications.

FOUNDING DONOR(S)

The Founding Donor(s) is responsible for the initial contribution to establish the fund and has full advisory privileges, including the ability to recommend grants, view financial statements, name additional fund contacts and successor representatives, and manage other fund business.

- Individual(s)
- Trust/Foundation
- Estate
- Corporation
- Other

Name of Trust, Estate, or Corporation (if applicable)

Founding Donor 1

Will also serve as a *Communications Contact* and be a point of contact for communications related to the fund.

Prefix (e.g. Dr.)

Full Name

Preferred Name, if different than above

Mailing Address Home Business

City

State

Zip

Preferred Phone Home Cell Work

Alternate Phone Home Cell Work

Email Address

Date of Birth

Founding Donor 2 (optional)

Will also serve as a *Communications Contact* and be a point of contact for communications related to the fund.

Prefix (e.g. Dr.)

Full Name

Preferred Name, if different than above

Mailing Address Home Business

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GIFT TO ESTABLISH FUND

Initial gift amount to establish fund: \$

- Cash or Check – made payable to Community Foundation of Northern Colorado
- ACH or wire transfer – instructions are available online at <https://nocofoundation.org/financials-and-policies/>
- Publicly Traded Securities
Please indicate the stock symbols and quantities being gifted. A transfer form for gifts of appreciated stock is available on our website at <https://nocofoundation.org/financials-and-policies/> and by request.
- IRA/Retirement Plan
- Real Estate‡
- Other‡

‡Additional information will be required. Please contact the Community Foundation of Northern Colorado at (970) 224-3462 or donorservies@nocofoundation.org.

FUND OPTIONS

- Endowed Fund:** The fund will be permanent. Per the Foundation’s Spending Policy, fund assets and all future gifts to the fund will be invested to provide an annual amount to carry out the fund’s charitable purpose in perpetuity.
- Non-Endowed/Expendable:** The fund may make grants until all its assets are exhausted. A minimum balance is required to keep the fund open. *If selected, please choose one investment option that best matches your charitable grantmaking plans in the following section.*

INVESTMENT RECOMMENDATION

- Endowed Portfolio:** Per the Foundation’s Spending Policy, endowed fund assets and all future gifts to the fund will be invested to provide an annual distribution to carry out the fund’s charitable purpose in perpetuity.
- Non-Endowed/Expendable Portfolio Options:** Your philanthropic goals determine what investment options and grantmaking timelines, described below, are most appropriate for your fund. Choose one of the following:
 - Conservative Portfolio:* Provides current income and lower volatility for funds with short-term grantmaking strategies (zero to two years).
 - Balanced Portfolio:* Provides moderate growth over full market cycles for funds with medium-term grantmaking strategies (two to six years).
 - Growth Portfolio:* Provides long-term growth of capital with higher exposure to volatility for funds with long-term grantmaking strategies (seven years or more).
 - Stable Value:* Cash and money market options without appreciation or exposure to volatility.
- Individually Managed Fund:** I/we would like to have my/our fund managed by an outside investment advisor of my/our choice. *Investment advisors must remain within the Community Foundation’s Investment Guidelines. Individually Managed Funds require minimum fund assets of \$500,000 assets and are subject to Community Foundation approval.*

Please refer to the Fund Terms and Conditions for more information on investment policies. Additional information on investment performance can be found at www.nocofoundation.org.



Field of Interest Fund Agreement

FIELD OF INTEREST

Field of interest funds support an area of interest and/or geography that the founder or honoree cares about deeply. Describe your field of interest below:

SPENDING POLICY

For **Non-Endowed/Expendable Funds**, please indicate the annual amount available for distribution. (select one)

- Distribute the following amount (\$) annually:
- Distribute the following percent (%) of fund balance annually:
- Annual payout to be determined by Community Foundation based on community need.

PLANNED GIFTS - optional

Many fundholders choose to include their fund in their estate plans. This is an easy way to leave a lasting legacy and ensure your preferred causes are supported into the future.

- Yes, I/we have included a gift to this fund in my estate plans.**
 - ↳ Please list my/our name(s) publicly in Legacy Society recognition materials as:
 - Please do not list my/our name(s) publicly in Legacy Society recognition materials.
 - ↳ Anonymous during my/our lifetime(s); may include names above after lifetime(s).
 - Anonymous permanently.
- I/we would like additional information about how to include this fund in my/our estate plans.**



Field of Interest Fund Agreement

COMMUNITY CHAMPIONS

The Community Foundation’s personalized donor services and operating expenses are covered by modest fund service fees. Our regional engagement work—launching new initiatives to address pressing issues like water sustainability, preparing tomorrow’s workforce, supporting a strong nonprofit sector, and responding to natural disasters—is made possible by the support of our Community Champions.

As a valued fundholder, we invite you to consider a gift to the Community Champions fund. Your contribution ensures the Community Foundation can remain responsive to new challenges in our region—and Northern Colorado remains one of the best places to live, raise a family, build a business, and retire.

To make a gift, please select one of these two options below:

Lifetime Circle: I/we would like to make an annual gift from my/our fund in perpetuity unless I/we notify otherwise. *Please select one option below.*

A percent of the spendable fund balance in the amount of: %
Gift calculated based on fund balance at December 31 distributed in the first quarter of the following year.

An annual gift in the amount of:

One-Time Gift: I/we would like to make a one-time gift of from my/our fund.

REFERRAL INFORMATION

How did you learn about the Community Foundation?

Referred by

Company

Relationship

Phone

Email Address



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ACKNOWLEDGEMENT AND SIGNATURES

I/we acknowledge that I/we have read the Community Foundation of Northern Colorado's (hereinafter "the Foundation") Fund Terms and Conditions and agree to the fees, terms, and conditions described therein. I/we understand any contribution, once accepted by the Foundation, represents an irrevocable contribution. The Foundation Board of Trustees has variance power under IRS regulations, and this gift is not refundable to me.

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

IN WITNESS WHEREOF, the parties have executed this Agreement on the date written below.

FUND CONTACT 1

Signature

Print Name

Date

FUND CONTACT 2

Signature

Print Name

Date

COMMUNITY FOUNDATION OF NORTHERN COLORADO

Signature

Print Name

Title

Date

SPECIAL INSTRUCTIONS

Please provide any additional information or instructions pertaining to your fund.



FUND TERMS AND CONDITIONS

Tax Status of Contribution

Funds established at the Community Foundation of Northern Colorado (“Foundation”) and its affiliates are component funds of the Foundation, a Section 501(c)(3) public charity. All contributions to the Foundation’s funds are treated as gifts to a Section 501(c)(3) public charity and are tax-deductible, to the extent allowed by law, subject to individual and corporate limitations. Acceptance of all gifts is subject to the provisions of the Foundation’s Gift Acceptance Policy. Any assets contributed to funds at the Foundation, once accepted by the Board of Trustees of the Foundation, represent unconditional and irrevocable gifts and are not refundable. Legal control and responsibility for the funds rest with the Foundation.

The Foundation does not provide tax or legal advice. In matters of charitable donations, donors are encouraged to review tax or estate related issues with their professional advisors.

Variance Power

All funds established at the Foundation are subject to the Foundation’s “variance power,” as set forth in its Bylaws. Variance power grants the Foundation’s Board of Trustees the power to modify any condition or restriction on the distribution of funds for any specified charitable purpose or purposes, or to a specified organization or organizations if, in its sole judgment (without the necessity of the approval of any other party), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community or area served by the Foundation.

Investment of Assets

All assets contributed to funds established at the Foundation are invested in the Foundation’s investment pools and are managed in accordance with the Foundation’s Investment Policy Statement (IPS). A copy of the Foundation’s current Investment Policy Statement is available online at <https://nocofoundation.org/financials-and-policies/>.

For the purposes of investments, the Foundation does not segregate the assets of any single fund from the assets of the Foundation’s other component funds but will keep a separate account of the fund’s assets, and the fund’s proportionate share of all investment earnings and investment fees applied to the fund. In establishing a fund, the donor acknowledges that the investments in the fund are subject to market and interest rate fluctuations. All investment returns are reported net of all investment fees.

For non-endowed funds, the donor may select from a number of investment pools. The asset allocation of these pools is geared towards the donor’s spending horizon for the fund. Annually, the donor may select to move to a different pool.

Fund Spending Policy

The Foundation seeks to ensure that all funds are actively distributing funds on a regular basis or plan to do so. The Board of Trustees of the Foundation may establish minimum annual levels of grants from the fund. For endowed funds, the Foundation’s Board of Trustees sets an annual amount available for distribution calculated as a percentage of fund assets. An endowed fund must be invested for a minimum of amount time before the fund’s initial annual distribution rate can be calculated as stipulated by the Foundation’s Finance Policy.



Field of Interest Fund Agreement

Charitable Purposes

Funds and assets of the Foundation may only be used for the "charitable purposes" described in the Articles of Incorporation of the Foundation as educational, scientific, literary, public or other purposes permitted to be carried on by organizations described in Sections 170(c)(1) and 170(c)(2) of the Internal Revenue Code of 1954, as amended, and corresponding provisions of future revenue laws.

Fees

There is no set-up fee to open a fund at the Foundation, with certain exceptions. However, specific initial gift minimums must be met. Initial gift minimums vary by fund type. Once established, funds are required to maintain a minimum balance and are subject to support and investment fees. Fee information is available upon request. The Foundation reserves the right to change its fee or minimum balance policies at any time.

The Foundation shall assume responsibility for check writing, bookkeeping, investment management, tax reporting, auditing, and for making available to the Fund Representative(s) reports of fund income, expenses, and grantmaking, as appropriate.

Grant Disbursement

Grants must be for charitable purposes, and those grants may be recommended to any 501(c)(3) organization or verified charitable entity (e.g. schools, religious institutions) located in the United States.

Grants must be for a minimum of \$250 USD or amount set by the Foundation, whichever is greater. Grant payments sent to organizations are accompanied by a Foundation cover letter specifying the name of the fund and the fund representative's name(s), unless requested otherwise by the donor or fund representative and approved by the Foundation. Approved grants are typically sent within 7 to 10 business days.

Restrictions on Grants

In compliance with the Internal Revenue Code, grants are not permitted to individuals; for non-charitable purposes; for political contributions or to support political campaign activities; or for any purpose that would provide benefits, goods or services to a donor to the fund, the fund's representative(s) or other related parties.

The following Fund Representative Privilege Definitions further describe the role of advisors and other interested parties to funds at the Foundation. These terms correlate to the Fund Agreement forms and will determine the fund's contacts and advisors.



Field of Interest Fund Agreement

Fundraising Policy

On certain occasions, the Foundations may consider permitting a fund to raise money. All fundraising activities must be pre-approved by the Foundation. Fund Representatives must allow at least 30 days for approval. Use of the Foundation's name on any fundraising material is expressly prohibited without prior written approval by the Foundation. A copy of the Foundation's current Fundraising Policy is available upon request.

Fund Closure

A fund representative may recommend closing a non-endowed fund by granting up to 100% of the fund balance to a qualified charitable organization, including any of the Foundation's funds (e.g., field of interest funds, endowment funds, operating funds). Such recommendations must be received in writing, and, if approved, funds will be disbursed in accordance with the Foundation's current grantmaking policies and applicable laws and regulations. Closing a fund by recommending a grant to another qualified charitable organization which is approved will occur as follows: generally, 80% of the current balance will be granted within 10 business days of the request date, barring any issues with the organization's status as a qualified public charity or equivalent. The remaining balance of the fund, including any residual net earnings, will be granted within the following 45 days.

Administrative Provisions

In the event of an inconsistency between these terms and conditions and any terms and conditions appearing elsewhere in connection with any fund, these terms and conditions, as interpreted by the Foundation, shall govern, and the Foundation reserves the right to take any actions at any time which, in its discretion, it deems reasonably necessary or desirable for the proper administration of any fund at the Foundation or to comply with applicable law.



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APPENDIX A: ADDITIONAL FUND CONTACTS – optional

To name additional fund contacts, please complete the section below. We recommend no more than two (2) additional contacts per fund.

Additional Fund Contact 1 (optional)

Will also serve as a *Communications Contact* and be a point of contact for communications related to the fund.

Prefix (e.g. Dr.)

Full Name

Preferred Name, if different than above

Mailing Address Home Business

City

State

Zip

Preferred Phone Home Cell Work

Email Address

Date of Birth

Relationship to Founding Donor(s)

Additional Fund Contact 2 (optional)

Will also serve as a *Communications Contact* and be a point of contact for communications related to the fund.

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