



New Fund Worksheet

For Opening a Field of Interest Fund at the Richmond Community Foundation

Please complete this worksheet so we can help you open a field of interest 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 **field of interest 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 Director of Development.

Section 1: About Field of Interest Funds

Field of Interest Funds allow people to easily support the issues they care about. You will target your contribution to a specific or broad charitable cause or purpose, such as education, health, the environment, etc. The Foundation selects grantees within that field of interest. You may contribute assets to the fund when it is convenient for you. You are entitled to claim an income tax charitable deduction in the year(s) in which gifts are made to the fund. (Please consult with your tax advisor.) The Foundation completes due diligence to ensure that grant recipients from the fund are qualified charitable organizations and handles all reporting and other administrative tasks.

Section 2: About You

1. Contact information: Field of Interest 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. Contact information will not be shared outside the Foundation.

Please provide contact information on the following page.

1. **Contact Information**

Donor or Initial Lead Advisor

Name

Home Address

City

State Zip

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Home Phone

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Home Fax

Home email address

Business Name

Business Address

City

State Zip

()

Business Phone

()

Business Fax

Business email address

Profession

Date of Birth

Donor or Advisor 2

Name

Home Address

City

State Zip

()

Home Phone

()

Home Fax

Home email address

Business Name

Business Address

City

State Zip

()

Business Phone

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Business Fax

Business email address

Profession

Date of Birth

2. Professional Advisor Information

Many people open field of interest 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

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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. Programmatic Field of Interest

Distributions from the Fund shall be limited to the following programmatic field of interest:

Grants will be determined by a Grant Review Committee and recommended by a Grant Committee Chairperson.

2. Naming Your Fund

The name of your fund is important. Unless you plan for grants to be made anonymously (more on that below), including the geographical area and/or issue of concern is appropriate—e.g., The Richmond Arts Fund.

You may also name your fund in memory or in honor of someone.

You may name your fund for your family and grants can still be made anonymously. Your grants would be listed in grantee and Foundation listings as “Anonymous Fund.”

What do you want to call your fund?

Fund

3. 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, the principal is never invaded, 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. Grant disbursements can be made from both the principal and the income.

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.

4. 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 corporations 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.

5. 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.]

6. How would you like us to handle mail from the groups your fund supports?

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.

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 Dianne Wightman, Controller, at 510.234.1200 ext. 304 or [dwightman@richmondcf.org](mailto:dwrightman@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

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.

Preference	Recommended Investment Pool	Time Horizon for the Fund's Assets
<input type="checkbox"/>	Short Term Pool	This Pool should be considered for money with a time horizon of under three years.
<input type="checkbox"/>	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.

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: 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:
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