



COMMUNITY FOUNDATION  
**NORTH CENTRAL  
MASSACHUSETTS**

## Designated Fund Agreement

*This document may be completed electronically using Adobe Acrobat® Reader..*

**Name(s)** \_\_\_\_\_

**Address** \_\_\_\_\_

Street

City

State

Zip

**Alternate Address:**

Business

Seasonal

\_\_\_\_\_

Street

City

State

Zip

**Telephone** \_\_\_\_\_

Work

Home

Cell

**Email:** \_\_\_\_\_ **Alternate email:** \_\_\_\_\_

1. The donors give the sum of \$ \_\_\_\_\_ and/or the following described property \_\_\_\_\_ (*description of assets given*) to The Community Foundation of North Central Massachusetts (Foundation); with the request, subject to the Articles of Organization and By-Laws of the Foundation, as they currently exist or may hereafter be amended, that the funds or property thus transferred be used to establish a Designated Fund to be known as the:

\_\_\_\_\_ Fund (*Name of Fund*).

Which all net distributions will be made to:

(Name of non-profit(s))

\_\_\_\_\_  
\_\_\_\_\_.

2. The investment objective requested is: (*Review our investment results carefully and check one of the following*)

**Short Term Fund (Less than 3 years)** – The primary investment objective of this Fund is stability of principal. This Fund is appropriate for non-endowed funds, or other situations where funds can be withdrawn with little or no advance notice, and/or in situations where only minimal fluctuations to principal can be tolerated. Agencies and donors with time horizons under three years should consider this strategy.

**Medium Term Fund (3-5 Years)** – The primary investment objective of this Fund is to provide payouts with moderate year to year volatility. This Fund may experience some reduction of purchasing power over time due to inflation. This Fund is appropriate for endowed funds that require minimal, or no, nominal growth (before inflation) after payouts, or non-endowed funds that have a time horizon that is between three and five years. This Fund will most likely experience moderate fluctuations to principal.

**Long Term Fund (5+ Years)** – The primary investment objective of this Fund is preservation of purchasing power to provide a relatively stable, inflation adjusted, annual payout to support grant-making or other donor missions. This Fund is appropriate for endowed funds or non-endowed funds with time horizons beyond five years. There will be some inevitable volatility in principal value from this strategy, but it may offer the potential for a sustainable payout plus inflation protection, understanding that this may result in a less stable payout from year to year.

**Long Term Environmental, Social & Governance (ESG) Fund (5+ Years)** – The primary investment objective of this Fund is preservation of purchasing power to provide a relatively stable, inflation adjusted, annual payout to support grant-making or other donor missions while considering environmental, social and governance criteria in selecting companies in the portfolio. This Fund is appropriate for endowed funds or non-endowed funds with time horizons beyond five years. There will be some inevitable volatility in principal value from this strategy, but it may offer the potential for a sustainable payout plus inflation protection, understanding that this may result in a less stable payout from year to year.

3. Distributions will be made from the Fund in accordance with the Foundation's Investment, Distribution & Fee Guidelines, which may be modified by the Board of Trustees from time to time. Distributions will be made in accordance with one of the following: (Please check one.)

Distributions to be made from the annual distributable amount determined in accordance with the-Foundation's spending rule as in effect. *(Please check one Endowed distribution option.)*

Annually

Quarterly

Upon request of designated advisor

Distributions to be made from the principal of the fund may be used for charitable purposes, subject to the terms in item 6, below.

4. I/We hereby acknowledge that I/we have been offered copies of and have reviewed the following documents:
- a. The Foundation's Investment Policy Statement (Initial) **X**\_\_\_\_\_
  - b. The Foundation's Articles of Organization (Initial) **X**\_\_\_\_\_
  - c. The Foundation's By-Laws. (Initial) **X**\_\_\_\_\_
  - d. Performance Report of three fund options (Initial) **X**\_\_\_\_\_
5. Administrative Fee and Investment Management Fee charges will be assessed against the fund as per the Foundation's Guidelines, which are subject to reasonable modification by the Board of Trustees.
6. Distributions can be taken from the fund once it has reached \$10,000. (See the Foundation's Investment, Distribution and Fee Guidelines). Once you have reached a balance of \$10,000, it needs to be maintained at all times. If for some reason the fund is not funded with a total of at least \$10,000, the Foundation will meet with the donor or the advisors to discuss dissolving of the fund and distributing the entire fund for charitable purposes.
7. Funds are adjusted monthly to account for investment gains or losses and fees. A distribution request that closes a fund will be completed seven business days after the end of the month in which the distribution is requested.

8. The gift or property described above will be transferred to the foundation using the following method: *(Please check one of the following:)*

Check

Securities-Gift Account Transfer \*

Securities-Certificates Transfer \*

Other: \_\_\_\_\_

Securities-Electronic Transfer \*

\_\_\_\_\_

*(\* Please contact the Community Foundation for instructions on securities transfers.)*

9. The donor understands that the gift described above will become an asset of the Foundation and is irrevocably committed for charitable purposes. *(Initial)* **X** \_\_\_\_\_
10. Contributions are Irrevocable. All gift contributions made to the Foundation become assets of the Foundation and are irrevocable as tax deductible gifts. All gifts to the Foundation must further the charitable purpose and mission of the Foundation. The Foundation reserves the right to review and approve all contributions.

*(Initial)* **X** \_\_\_\_\_

11. Estate Plans: Do you plan to name this fund as a beneficiary in your estate plan? If so, please indicate the type of planned gift:

Bequest

Charitable lead trust

Life insurance

IRA/retirement plan assets

Charitable remainder trust

Other: \_\_\_\_\_

12. Amendments: This agreement may be amended from time to time by a document in writing signed by the Foundation and by the donor(s) if they are living or the acting fund advisors.

13. **Donor Recognition:**

Please publish my Fund Name in your publication(s) as it appears on page 1, under "*Name of Fund*".

Please do not publish my name in your publication(s).

Please do not publish my name in your publication(s), however, you may use my name to invite others to join the Foundation.

I would like my name and my Fund to remain anonymous

Person(s) will be using the online access to your fund and making grant distributions:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Person who can have read-only access;

Name: \_\_\_\_\_

Email: \_\_\_\_\_

**Signatures:**

**For the Donor(s):**

<hr/>	
Signature	Date
<hr/>	
Signature	Date
<hr/>	

**For Community Foundation of  
North Central Massachusetts:**

<hr/>	
Stephen J. Adams / President	Date