

### **Non-Permanent Funds**

A Non-Permanent Fund:

- ✓ Will be held in a temporary, short-term fund awaiting a special project, fundraiser, or event.
- ✓ Will continue to be held at the Foundation as long as assets are available in the fund.

### **Services Provided**

When you establish a Non-Permanent Fund at the Community Foundation we will take care of your fund in the following ways:

- ✓ Gift processing, including tax-deductible receipt mailed to donor
- ✓ Monthly gift list sent to fund advisor(s), if necessary
- ✓ Funds will be invested with a larger pool of money, leveraging the return on investment

### **Non-Permanent Fees**

- ✓ Acceptance Fee – one-time fee of \$100 due when fund agreement is signed.
- ✓ Annual Fee – The greater of \$240 or 2.5% of the average balance calculated quarterly.
- ✓ Each fund will be allowed twelve (12) disbursements annually. Any disbursements in excess of twelve will be \$5.00 per disbursement.
- ✓ Non-Permanent fund quarterly reports will be distributed after March 31, June 30, September 30, and December 31. Any additional reports will be processed for \$5.00 per report.
- ✓ Foundation-addressed donation envelopes are available for \$0.10 each envelope.
- ✓ The Foundation reserves the right to charge a reasonable termination fee no greater than the annual fee.
- ✓ Out-of-pocket expenses incurred relevant to the administration of any fund will be charged to that fund.
- ✓ If unusual services are requested and rendered, the Foundation will process a mutually agreed upon fee.



I have read and understand the non-permanent fund fee schedule, and I understand that two of the following signatures are required for all distributions:

Fund Name \_\_\_\_\_

_____ Signature	_____ Printed Name
_____ Title	_____ Email Address
_____ Phone Number	_____ Date

_____ Signature	_____ Printed Name
_____ Title	_____ Email Address
_____ Phone Number	_____ Date

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_____ Title	_____ Email Address
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