



AGREEMENT ESTABLISHING A DONOR
ADVISED FUND OF THE RICHMOND CHRISTIAN
FOUNDATION FOR A FAMILY OR INDIVIDUAL
www.richmondchristianfoundation.org

THIS AGREEMENT, made and entered into the ____ day of _____, 20____, by
and between the Richmond Christian Foundation, Inc. (hereinafter "Foundation"), and
_____(hereinafter "Donor(s)").

Whereas Donor desires to create a donor advised fund with the Foundation in order to carry out the Donor's charitable purposes; and whereas, Donor believes that the Foundation, a not-for-profit Virginia corporation exempt from taxation pursuant to the Internal Revenue Code, is the appropriate institution within which to establish a donor advised fund; and whereas, the Foundation is willing and able to create a donor advised fund subject to the terms and conditions hereof;

NOW, THEREFORE, the parties agree as follows:

1. Name of Fund

The fund shall be named the _____ Fund
of the Richmond Christian Foundation (hereinafter "Fund") (ex: Smith Family Fund).

2. Conditions of Acceptance

Donor acknowledges that the assets transferred to the Foundation shall be subject to all terms and conditions of the Charter and Bylaws of the Richmond Christian Foundation as they now exist, and as they may from time to time be amended. Donor may not impose any material restrictions or conditions that prevent the Foundation from freely and effectively employing the contributed assets or the income derived therefrom, in the furtherance of its charitable purposes.

3. Donor Recommendations

The Donor may set forth in writing from time-to-time specific recommendations for the administration of the Fund, including its intended charitable purposes, the Fund Advisors (see section 4) and selected investment strategies.

4. Fund Advisors

Advisors other than the Donor(s) may be appointed for the purpose of making recommendations and giving advice to the Foundation regarding the administration and distribution of the Fund's assets ("Grants"). Additional advisors for the Fund are:

Name: _____ Email: _____

Name: _____ Email: _____

If Advisors other than the Donor and Donor's Spouse are named, any other Advisors so named shall be authorized to advise the Foundation on behalf of Fund. The Donor is encouraged to write a mission statement for the fund in order to communicate strategy and intent for gifts from the fund. In addition, the Donor may wish to place restrictions on or make recommendations to the Fund Advisors. Those instructions and

the mission statement should be listed on Schedule A of this agreement, Donors Instructions and Recommendations / Mission Statement.

After the Donor's and/or Donor's Spouse's lifetime(s), (please check "one"):

☐ The balance of the fund will be distributed to the non-profits recommended on Schedule A ("Designated Beneficiaries")

☐ Successor Advisors for the fund will be _____

☐ The fund will become an endowed Legacy Fund (please complete the separate agreement for a RCF Legacy Fund).

If none of the above alternatives are selected, the Foundation's Board of Directors will become the Advisors after the Donor's lifetime and dispense the balance of the fund in accordance with the Mission Statement or Instructions shown on Schedule A. From time to time, the Donor may amend any portions of Section 4 of this Agreement by stating this in writing and sending it to the office of the Foundation.

Donor and Advisor(s) understand that the Foundation will not approve grants recommended by the Fund Advisors that would be used for a purpose not permitted by the Internal Revenue Service. Such purposes include, but are not limited to pledges, dues or membership fees, tickets, political contributions, or any purpose that confers a benefit to any individual, such as tuition payments. The Foundation requests a minimum grant recommendation of \$250.

5. **Inactive Fund**

If there are no grants made from the Fund in five consecutive years, then the Advisors will be notified by the Foundation as to the inactivity and the Board of Directors of the Foundation will become the Fund Advisors.

6. **Cost of Administration**

The minimum gift to establish a donor advised fund is \$10,000. Funds may be invested in one of the following portfolios as chosen by the donor and subject to the following annual administrative fees:

For Fixed Income Strategy:

- ☐ 0.50% on the fund's balance

For Income with Growth, Balanced, and Growth Strategies:

- ☐ 1.00% on the fund's balance from \$10,000 - \$1,000,000
- ☐ 0.85% on the fund's balance from \$1,000,000 - \$2,000,000
- ☐ 0.75% on the fund's balance from \$2,000,000 - \$3,000,000
- ☐ 0.65% on the fund's balance from \$3,000,000 - \$5,000,000
- ☐ 0.50% on the fund's balance from \$5,000,000 - \$10,000,000

Contact RCF regarding fund balances greater than \$10,000,000

Each fund is subject to a minimum \$75 quarterly fee.

Fees include account administration and custodial expenses. Investment management fees (0.06-0.24% annually) are netted out of fund performance.

7. Fund selection. Please choose one of the following investment options:

Fixed Income Strategy

☐ 100% Short Term US Treasuries

Income with Growth Strategy

☐ 60% Short Term US Treasuries
20% Large-Cap Stocks
12% Mid-Cap Stocks
8% Small-Cap Stocks

Balanced Strategy

☐ 40% Short Term US Treasuries
30% Large-Cap Stocks
18% Mid-Cap Stocks
12% Small-Cap Stocks

Growth Strategy

☐ 20% Short Term US Treasuries
40% Large-Cap Stocks
24% Mid-Cap Stocks
16% Small-Cap Stocks

Investment options can be changed anytime; however, the change must be in writing. The Donor is aware of the risk of investing his/her donor-advised fund, and the Foundation is not responsible for fund performance or changes in value.

8. Representations of Richmond Christian Foundation

The Foundation represents to the Donor that it has received a ruling from the Internal Revenue Service that it is an organization described in IRS Code Sections 501(c)(3); that the facts and circumstances forming the basis of the issuance of the ruling have not substantially changed since the date of issuance thereof; and that the ruling has not been expressly or impliedly revoked.

Primary Donor: Contact Information (For statements, newsletters, etc.)

Title	First Name	Initial	Last Name	Suffix
Home Addr:	Street	City	State	Zip Code
Home Phone		Work		Mobile
Date of Birth		E-mail		Church Affiliation

Joint Donor: Contact Information (For statements, newsletters, etc.)

Title	First Name	Initial	Last Name	Suffix
Home Addr:	Street	City	State	Zip Code
Home Phone		Work		Mobile
Date of Birth		E-mail		Church Affiliation

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Donor Signature **Date**

Donor Signature **Date**

Accepted on behalf of Richmond Christian Foundation **Date**

SCHEDULE A

Fund Name _____

Fund Mission Statement

Donor's instructions and recommendations for advisors, successor advisors or the Board of Directors of the Foundation:

Designated Beneficiaries (see Section 4)

After Donor's lifetimes, the following Designated Beneficiaries will receive grants equal to the balance in the Fund in the following dollar amounts or a percent of the Fund balance available. Grant amounts may be adjusted proportionally according to the Fund balance or amount available for grants. (Additional beneficiaries may be entered on Schedule B, if necessary)

Organization	Dollar Amount or Percentage
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Organization	Dollar Amount or Percentage
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Organization	Dollar Amount or Percentage
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Organization	Dollar Amount or Percentage
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In the event a Designated Beneficiary listed above is no longer functioning in a manner consistent with Donor's instructions and recommendations or the charitable purposes of Richmond Christian Foundation, the Grant Committee of Richmond Christian Foundation Board of Director will assume the role of Fund Advisors for that amount of the Fund.

Donor Signature	Date
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Donor Signature	Date
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Please contact RCF at 804.726.1550 or info@richmondchristianfoundation.org if you have any questions about the above agreement.

SCHEDULE B

Additional Designated Beneficiaries

Organization	Dollar Amount or Percentage
Organization	Dollar Amount or Percentage
Organization	Dollar Amount or Percentage
Organization	Dollar Amount or Percentage
Organization	Dollar Amount or Percentage
Organization	Dollar Amount or Percentage
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Organization	Dollar Amount or Percentage

Donor Signature	Date
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Donor Signature	Date
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