NEW FUND FORM
For questions contact the
Clallam Community Foundation at
(360) 457-3011 or info@unitedwayclallam.org

SECTION 1: Type of Fund & Fund Name

Donors may choose from several different fund options. For further information on types of funds offered by The Clallam Community Foundation, please refer to “Fund Options” and “Fund Terms and Conditions”, attached hereto. Please indicate type of fund below:

☐ Donor Advised Fund	☐ Designated Fund
☐ Community Fund	☐ Scholarship Fund
☐ Area of Interest Fund	

Grants made from a fund at The Clallam Community Foundation are accompanied by a letter identifying the name of the fund and the name of the donor(s) recommending the grant, unless anonymity is requested. Please indicate your fund name below (i.e.: The Smith Family Fund, The Jones Foundation, The Rainbow Fund, etc.):

Name of Fund: ____

Is Donor Name anonymity requested?: ☐ Yes ☐ No

Is Fund Name anonymity requested?: ☐ Yes ☐ No

SECTION 2: Donor Information

Funds may be established by one or more individual donors or by corporate donors. Please list donor information below, and indicate the primary donor contact. Please attach additional sheets if necessary.

Donor 1	Donor 2
Name	Name
Mailing Address	Mailing Address
City State Zip	City State Zip
Home Phone ( )	Home Phone ( )
Business Phone ( )	Business Phone ( )
E-mail	E-mail
Date of Birth	Date of Birth
Primary Contact? ☐Yes ☐ No	Primary Contact? ☐ Yes ☐ No
I would prefer being contacted via: ☐ E-mail ☐Home phone ☐ Business phone☐ Mail	I would prefer being contacted via: ☐ E-mail ☐Home phone ☐ Business phone ☐ Mail

SECTION 2: Donor Information (continued)

Donor 1	**Donor 2**
Are you working with a professional advisor? ☐ Attorney ☐ CPA ☐ Financial Planner ☐ Other	Are you working with a professional advisor? ☐ Attorney ☐ CPA ☐ Financial Planner ☐ Other
Professional Advisor’s Name	Professional Advisor’s Name
Company Name	Company Name
Mailing Address	Mailing Address
City State Zip	City State Zip
Phone ( )	Phone ( )
E-mail	E-mail

SECTION 3: Description of Gift

The donor(s) hereby assigns, conveys, transfers and delivers to The Clallam Community Foundation the following described property:

☐ Cash in the amount of $____________ ☐ Securities, Publicly Traded

☐ Real Estate

☐ Personal Property ☐ Other ______________________
(Please attach description)

☐ Testamentary Gift

For a gift of publicly traded securities, please provide the information requested below, attaching additional sheets if necessary. For all gifts other than cash and publicly traded securities, please contact The Clallam Community Foundation for transfer procedures.

Name of Stock	Name of Stock
Number of Shares	Number of Shares
Approximate Value	Approximate Value
Investment Firm Name	Investment Firm Name
Broker’s Name	Broker’s Name
Broker’s Phone ( )	Broker’s Phone ( )
Broker’s Fax ( )	Broker’s Fax ( )
Broker’s E-mail	Broker’s E-mail

SECTION 4: Donor Advised Funds

Donors establishing an advised fund may designate individuals who will serve as advisors to the fund and who may make recommendations to The Clallam Community Foundation regarding grant distributions from the fund, subject to The Clallam Community Foundation's variance power (as further described in the Fund Terms and Conditions attached hereto). Donors may designate themselves as advisors, or may designate others in addition to or instead of themselves as advisors.
Once designated, an advisor's status can only be revoked in writing by the donor(s) establishing the fund. All named advisors have equal rights to recommend grant distributions from the fund. In all cases of two or more advisors, a fund chairperson must be identified. Please note that unless otherwise stated in the comments area, all advisors will receive fund status reports, grant approval reports and standard mailings from The Clallam Community Foundation. Please indicate below the advisors to the fund and identify a chairperson. Please attach additional sheets, as necessary.

Advisor 1	**Advisor 2**
☐ If Advisor 1 is same as Donor 1, check here and skip to Chairperson Designation box below	☐ If Advisor 2 is same as Donor 2, check here and skip to Chairperson Designation box below
Name	Name
Mailing Address	Mailing Address
City State Zip	City State Zip
Phone ( )	Phone ( )
E-mail	E-mail
Relationship to Donor(s)	Relationship to Donor(s)
Comments	Comments
Chairperson Designation: ☐ This advisor will serve as chairperson for this fund.	Chairperson Designation: ☐ This advisor will serve as chairperson for this fund.

Donors establishing an advised fund may choose to create a succession plan for their fund. In the event that the initial advisor(s) to this fund dies, resigns, or is otherwise unable to act in this capacity, please:

☐ Transfer the balance of my fund to the Endowment Fund to support community needs (if you have a particular area of interest, please indicate below):

____

(if this option is checked, skip Successor Advisor Information Section below)

☐ Transfer my fund into a designated fund to support the following charities of my choice:

____

(if this option is checked, skip Successor Advisor Information Section below)

☐ I wish to name successor advisor(s) for my fund.

SECTION 4: Donor Advised Funds (continued)

Successor Advisor Information
A successor advisor is authorized to recommend grants from the fund, subject to The Clallam Community Foundation's variance power, in the event the advisor(s) named above dies, resigns, or is otherwise unable to act in this capacity. Once designated, a successor advisor's status can only be revoked in writing by the donor(s) establishing the fund. All successor advisors have equal rights to recommend grant distributions from the fund. In all cases of two or more advisors, a single chairperson must be identified. Please indicate successor advisors below and identify a chairperson. Please attach additional sheets, as necessary. All successor advisors shall be entitled to designate in writing no more than two individuals to succeed them as advisors to the fund.

Successor Advisor 1	**Successor Advisor 2**
Name	Name
Mailing Address	Mailing Address
City State Zip	City State Zip
Phone ( )	Phone ( )
E-mail	E-mail
Relationship to Donor(s)	Relationship to Donor(s)
☐ This Successor Advisor will serve as the chairperson	☐ This Successor Advisor will serve as the chairperson

SECTION 5: Scholarship Funds

Donors may establish a scholarship fund for the purpose of making grants to individuals to be used exclusively for tuition and fees at accredited educational institutions. Donors establishing a scholarship fund may convene a "scholarship advisory committee" for the purpose of developing scholarship criteria and making recommendations to The Clallam Community Foundation as to recipients of scholarship grants. If necessary, please list scholarship advisory committee members and their contact information on an additional sheet.

Recommended purpose and class of recipients for Scholarship Fund (attach additional sheets as necessary): I/we will convene a scholarship advisory committee for the purpose of making recommendations as to recipients of scholarship grants from the fund: ☐ Yes ☐ No

SECTION 6: Designated Funds

Donors establishing a designated fund may recommend that distributions from the fund be made to one or more Section 501(c)(3) public charities. Please indicate the qualifying charitable recipients that you would like to receive distributions from the fund.

Name of Organization	Percentage Payable
____	_____%
____	_____%
____	_____%
____	_____%
100%	

SECTION 7: Area of Interest Funds

Donors establishing an area of interest fund recommend that the Clallam Community Foundation make distributions from the fund for certain charitable purposes. Please indicate the charitable purpose (i.e., alleviation of poverty, education, youth services, etc.), and/or category of interest (i.e., education, human services, etc.), in support of which you would like distributions from the fund to be made.

Describe Area of Interest: ____
____
____
____

SECTION 8: Foundation’s Variance Power & Spending Policy

All distributions from funds established at The Clallam Community Foundation are subject to The Clallam Community Foundation’s variance power and its spending policy, as further described in the Donor Fund Terms and Conditions attached hereto. Donors may, however, recommend that no distributions of principal be made from a fund permanently, for a period of time, or until the fund reaches a certain dollar amount. Please indicate your distribution recommendation below.

☐ Income and principal distributions

☐ Income distributions only, subject to Spending Policy, for _____________ years or until fund reaches $_____________

☐ Permanently endowed (i.e., distributions of income only, subject to Spending Policy)

SECTION 9: Fees

UWCC will charge an annual administrative fee of $250, and reserves the right to change the fee structure as needed to cover any additional staff time required in fund administration or other fund related expenses. These are separate from any investment related fees or commissions paid to Investment Advisors or Asset Managers, which are paid directly from the funds.

SECTION 10: Acknowledgement & Signature

I acknowledge that I have read The Clallam Community Foundation's Donor Fund Terms and Conditions (attached hereto and incorporated herein by this reference) and agree to the terms and conditions set forth therein. I understand that any contribution, once accepted by The Clallam Community Foundation, represents an irrevocable contribution to The Clallam Community Foundation and is not refundable to me. I hereby certify that, to the best of my knowledge, all information presented on this form is accurate and truthful and that I will notify The Clallam Community Foundation promptly of any changes to the information contained herein.

Donor 1 Signature: ____ Date: _________

Donor 2 Signature: ____ Date: _________

United Way of Clallam County – Board President __________________________ Date: _________

United Way of Clallam County – CEO____________________________________ Date: _________

If Donor elects to use an outside professional manager to manage donated funds, the outside professional manager hereby agrees to the terms and conditions set forth herein.

Outside Investment Manager: ____ Date: __________

Please send completed forms to:
The Clallam Community Foundation
P.O. Box 937
Port Angeles, WA 98362

If you have any questions, please contact The Clallam Community Foundation
(360) 457-3011 or info@unitedwayclallam.org
Tax Identification Number: 91-0714632

CLALLAM COMMUNITY FOUNDATION

FUND TERMS & CONDITIONS

For more information, contact The Clallam Community Foundation at (360) 457-3011 or info@unitedwayclallam.org

Tax Status of Funds. The Clallam Community Foundation (the "Foundation") is a division of the United Way of Clallam County, a Section 501(c)(3) public charity. Accordingly, all contributions to the Foundation's donor funds are treated for tax purposes as gifts to a Section 501(c)(3) public charity and generally are tax deductible, subject to individual limitations.

Variance Power. All donor funds established at the Foundation are subject to the Foundation's "variance power," as set forth in the Foundation's Gift Acceptance Policy which gives the Foundation the authority to modify any donor recommendation or condition on distributions from a fund for any specified charitable purpose or to any specified charitable organization if, in the sole judgment of the Foundation, such recommendation or condition becomes unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community.

Spending Policy. The Foundation anticipates distributions from each fund at least annually of an appropriate percentage of the fund's market value, as determined by the Foundation's Board of Directors. In determining the annual distribution amount, the Foundation's Board of Directors are governed by the Foundation's Gift Acceptance Policy and Operating Guidelines.

Distributions. All distributions from donor funds are subject to the Foundation's variance power and its spending policy, as noted above. Donors may, however, at the time they create a fund, recommend that distributions from a fund be made from income only (permanently or for a period of time) ("income only funds") or from income and principal ("income and principal funds"). Nonetheless, the Foundation may in all cases, including with respect to income only funds, make principal distributions from its funds in compliance with its spending policy.

Restrictions on Grants from Funds.
Distributions from donor funds established at the Foundation will be made only if consistent with the Foundation's charitable purposes and satisfy community needs identified by the Foundation as deserving of its support. Fund distributions will not be made for memberships, pledges, sponsorships, tickets, or for any purpose that would otherwise provide a benefit to the donor recommending the distribution. It is the Foundation's policy that distributions from donor funds may not be made to any specific individual or to organizations that are not qualified Section 501(c)(3) public charities. Distributions from donor funds will not be made for political campaign or legislative activities

Investment of Assets. All assets contributed to funds established at The Clallam Community Foundation will be managed in The Clallam Community Foundation's General Fund, unless otherwise requested by the donor in writing. Assets may be managed by an independent investment advisor (an "Outside Investment Manager") apart from the Foundation's General Fund, provided that all such assets are managed in accordance with The Clallam Community Foundation's Operating Guidelines and Investment Guidelines Policies. All Outside Investment Managers shall be a party to this agreement and must agree to adhere to The Clallam Community Foundation's Operating and Investment Guidelines Policies as a condition of continued service in such capacity, and the Foundation reserves the right to replace any Outside Investment Manager in its sole discretion. The outside Investment Manager also agrees to abide by the Model Standards of Practice for the Charitable Gift Planner. The Foundation may change its Operating and Investment Guidelines Policies at any time. Minimum fund values are required for investment of assets outside of the General Fund. For more information about the requirements for using an Outside Investment Manager, contact the Foundation.

Fees
UWCC will charge an annual administrative fee of $250, and reserves the right to change the fee structure as needed to cover any additional staff time required in fund administration or other fund related expenses. These are separate from any investment related fees or commissions paid to Investment Advisors or Asset Managers, which are paid directly from the funds.

Solicitation Policy. Donors who wish to solicit contributions for a Fund at The Clallam Community Foundation are required to use the following language in any solicitation: "Funds raised at this event (or for this cause, or for this project) will be added to The [insert name] Fund at The Clallam Community Foundation, a Section 501(c)(3) organization. The Clallam Community Foundation reserves the right to modify any restriction or condition on distributions from The [insert name] Fund if such restriction or condition becomes unnecessary, incapable of fulfillment, or inconsistent with community needs. All checks should be made payable to The [insert name] Fund/The Clallam Community Foundation."

Conflict of Terms. 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 or the Foundation.

Terms Applicable to Donor Advised Funds

Characteristics of Donor Advised Funds. Donors establishing advised funds are encouraged to make recommendations regarding distributions from the fund for specific charitable purposes or to one or more charitable organizations. Donor advice will be considered only if offered in writing (including facsimile transmission or electronic correspondence) by the donor(s), or by an advisor(s) or successor advisor(s) to the fund, as designated in writing by the donor(s).

Role of Advisors. The Foundation welcomes the involvement and recommendations of its donors with respect to distributions from advised funds, but such recommendations are advisory only and are in no way binding upon the Foundation. In evaluating recommendations for distributions from advised funds, the Foundation staff investigates all prospective grant recipients to ensure that they are organized and operated for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code; reviews the recommended grantee's financial and program information; and evaluates the advice of donors against the standards and criteria set forth in the Foundation's Operating and Investment Guidelines Policies and Gift Acceptance Policy to ensure that such advice is consistent with specific charitable needs identified by the Foundation as deserving of support.

In all cases of two or more advisors, the advisors shall appoint a chairperson and all communications to and from The Clallam Community Foundation will be through the chairperson. In any case where multiple advisors make conflicting recommendations regarding distributions from the fund that cannot be promptly resolved, the Foundation may independently initiate distributions from the fund. In addition, if the advisor(s) fails to make a standing distribution recommendation, or fails to make any distribution recommendations for two consecutive years, the Foundation will contact the advisor(s) to discuss this situation (see "Inactive Funds" section for more details).

Appointment of Additional Advisors. All requests to appoint additional advisors and successor advisors to an advised fund must be communicated to the Foundation in writing by the donor(s) establishing the fund. If upon the death, resignation, or incapacity of an advised fund's donor(s), the Foundation has not received in writing the names of an additional advisor(s) or successor advisor(s) to the fund, the Foundation will transfer the fund's balance to its general fund.

Donor advised funds established by organizations, rather than by individuals, are often advised by an appointed committee with a process for selecting new members. As with funds created and advised by individuals, successor advisors must be named in writing by an officer of the organization.

Scholarship Funds. Donors may establish an advised fund for the purpose of making grants to be used exclusively for tuition and fees at accredited educational institutions (a "scholarship fund"). All scholarship funds shall be administered by the Foundation in accordance with its Guidelines and Procedures. While donors establishing a scholarship fund may convene a "scholarship advisory committee" for the purpose of developing scholarship criteria and making recommendations to the Foundation as to recipients of scholarship grants, the Foundation will in all cases independently investigate to ensure that such recommendations are consistent with the Foundation's Guidelines and Procedures and its charitable purposes. The Foundation requires that all scholarship programs developed by a scholarship advisory committee be submitted to it for approval in advance of any solicitation of applications.

Inactive Funds. In order to carry out its policy of consistently distributing charitable dollars to the community, the Foundation will review periodically the grant making activity of every advised fund. If a fund has failed to make distributions commensurate in size with the Foundation's spending policy over a two-year period, the Foundation will contact the advisor(s) to discuss this situation. At that time, the advisor(s) will be given the following options:

- Recommend that the balance of the fund be granted to one or more Section 501(c)(3) public charities of their choice.
- Recommend that the balance of the fund be incorporated into the Foundation's general fund, where funds will be distributed by the Foundation to meet the most pressing needs of the community. The advisor may also indicate an area of interest.
- Provide a plan for funding a specific charitable project which requires an accumulation of resources for more than a two-year period.

In the event that the advisor(s) cannot be located or is unresponsive, the balance of the fund will be incorporated into the Foundation's general fund.