



_____ Date

_____ **ENDOWED FUND**

ESTABLISHING DOCUMENT

Hutchinson Community Foundation
1 N. Main St
Hutchinson, Kansas 67501

We, the _____ (“Organization”), hereby transfer cash or other property to establish the [*name of fund*] _____ **Endowed Fund** (“Fund”) at Hutchinson Community Foundation (“Community Foundation”).

The Community Foundation is authorized to accept additional contributions to the Fund subject to the terms set forth herein.

We intend that the **annual net income** of the Fund be distributed to the Organization for its unrestricted use. **This fund is a permanent endowment.** Net income shall be defined as an amount that shall be computed annually based upon the current spending policy of the Community Foundation (currently 5% of the average past 20 quarters).

We hereby acknowledge receipt of the Administrative Fee Schedule attached and accept the terms of said schedule. We further understand the fee schedule is subject to modification and may be increased or decreased at the sole discretion of the Community Foundation’s Board of Directors. We agree to be bound by the most current schedule of fees published by the Community Foundation.

We have received copies and accept the terms of the Procedures For The Establishment And Operation Of Funds. We also understand that the Community Foundation, through its duly authorized committees, reserves the right to make the final decision regarding distributions from the Fund. The Board of the Community Foundation shall have the power to modify any restriction or condition on the distribution of funds for any specified charitable purposes or to specified charitable organizations if, in the sole judgment of the Board, such restriction or

condition becomes unnecessary, obsolete, incapable of fulfillment, impractical or inconsistent with the community's charitable needs.

In the event that the Organization and its legal successors cease to exist, we request that the Fund be converted to a Field of Interest fund or Unrestricted fund.

Sincerely,
[ORGANIZATION NAME]

Signature, Executive Director

Signature, Chair, Board of Directors

Name (please print)

Name (please print)

Organization address

Organization city, state, zip

Organization phone

Accepted by: _____
Aubrey Abbott Patterson, President
Hutchinson Community Foundation

For Internal Use Only
Code as:
Fund type: Permanently Restricted (P)
Sub-Type: Designated (D)
Fund Class: Endowed (50)
Fund ID: _____
2019

ADMINISTRATIVE FEES

This administrative fee schedule applies to funds at Hutchinson Community Foundation. These fees are your investment in a 501(c)(3) public charity dedicated to increasing charitable giving, educating and connecting donors to community needs they care about, and leading on critical community issues.

The administrative fee structure illustrates the annual cost for a fund. These fees are assessed to the fund on a monthly basis. (The monthly fee equals one-twelfth of the annual fee, based on the average fair market value of fund assets for the month. If there are no assets in the fund for the entire month, there is no fee.) For newly established funds, the annual fee is prorated over the remainder of the year.

| Fund Assets | | Annual Administrative Fee |
|---------------------|------------------|---|
| \$7 million or less | first \$500,000 | 1.00% or \$100 <i>(whichever is greater)</i> |
| | next \$500,000 | 0.75% |
| | next \$2 million | 0.50% |
| | next \$4 million | 0.25% |
| above \$7 million | | 0.40% |

Funds will be charged for direct expenses incurred by the Community Foundation on behalf of a specific fund, such as commissions for the sale of contributed stock or legal fees. The Community Foundation may request additional fees for extraordinary services such as special grant processing or other non-standard services.