



AGENCY FUND AGREEMENT

**Thank you for setting up an agency fund.
Your fund will be administered by Greater Horizons, a 501(c)(3) public charity.**

**Please complete the following form and return to info@greaterhorizons.org
or fax to 816.842.8079.**

GREATER HORIZONS AGENCY FUND AGREEMENT

1 Agency Information

Agency Name	Doing Business As (If Applicable)		
Address	City	State	Zip Code
Phone Number	Website		
Primary Contact Name & Title	Primary Contact Email		

2 Fund Name

Name the Fund.
Examples: *XYZ Charity Foundation, XYZ Charity Fund, XYZ Charity Legacy Fund*

Name of Fund _____

3 Type of Agency Fund

You may choose to establish a non-endowed or quasi-endowed Agency Fund.
Please select one.

Non-Endowed:
Grants may be made from the **income and principal** of the Fund with the necessary approvals as set forth in Section 4.

Quasi-Endowed:
Grants may be made from the **annual net income** of the Fund with the necessary approvals as set forth in Section 4.

Net income is defined as an amount that is computed annually based upon Greater Horizons' current spending policy (currently 5% of the average year-end Fund balances from the past three years). If any portion of the net income is not granted in a particular calendar year, the undistributed net income for such year shall be added to principal. It is not your intention to make grants from the principal of the Fund. However, in the event of extraordinary circumstances, the principal of the Fund, up to the entire Fund balance, may be granted.

4 Grant Authorization

Please indicate who may provide approval for grants from the Fund to the Agency in accordance with Sections 3 and 4 of this form.

Grants from the Fund to the Agency may be made upon Greater Horizons' receipt and approval of the written recommendation of *at least two* of the following selected positions. We recommend selecting at least four positions from the following list.

- | | |
|---|--|
| <input type="checkbox"/> Agency Board Chair | <input type="checkbox"/> Agency Director of Finance |
| <input type="checkbox"/> Agency Board Treasurer | <input type="checkbox"/> Agency Development Director |
| <input type="checkbox"/> Agency Executive Director or CEO | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Agency Chief Financial Officer | <input type="checkbox"/> Other: _____ |

- ▶ Please list the individual currently occupying each selected position and provide their contact information below. These positions are referred to as Fund Advisors and have online access to view fund statements.
- ▶ If the Fund is quasi-endowed, and grants from the principal of the Fund have been recommended, the Agency must provide minutes of a board meeting showing the request was approved by at least two-thirds of the Agency's Board of Directors.

Agency Position

First Name Middle Name or Initial Last Name Suffix

Address Home Work City State Zip Code

Phone Home Work Cell Email Address

Agency Position

First Name Middle Name or Initial Last Name Suffix

Address Home Work City State Zip Code

Phone Home Work Cell Email Address

Agency Position

First Name

Middle Name or Initial

Last Name

Suffix

Address

Home

Work

City

State

Zip Code

Phone

Home

Work

Cell

Email Address

Agency Position

First Name

Middle Name or Initial

Last Name

Suffix

Address

Home

Work

City

State

Zip Code

Phone

Home

Work

Cell

Email Address

Agency Position

First Name

Middle Name or Initial

Last Name

Suffix

Address

Home

Work

City

State

Zip Code

Phone

Home

Work

Cell

Email Address

Agency Position

First Name

Middle Name or Initial

Last Name

Suffix

Address

Home

Work

City

State

Zip Code

Phone

Home

Work

Cell

Email Address

Agency Position

First Name

Middle Name or Initial

Last Name

Suffix

Address

Home

Work

City

State

Zip Code

Phone

Home

Work

Cell

Email Address

Agency Position

First Name

Middle Name or Initial

Last Name

Suffix

Address

Home

Work

City

State

Zip Code

Phone

Home

Work

Cell

Email Address

5 Investment Recommendation

Please select one of the following options for your Fund's investments.

Option 1: Select one of Greater Horizons' agency fund investment mixes from the options listed below.

← **More Risk** **Less Risk** →

Agency Fund Mix Options ▶	Aggressive	Moderately Aggressive	Moderate
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic Equity	57%	47%	36%
International Equity	23%	18%	14%
Intermediate-Term Fixed Income	10%	10%	15%
Short-Term Fixed Income	10%	25%	35%
Money Market	0%	0%	0%

Option 2: Build a custom mix using Greater Horizons' investment pools. Combined total must equal 100%.

Social Impact* (70% U.S. Stock / 30% Foreign Stock)	%
Environmental Impact** (70% U.S. Stock / 30% Foreign Stock)	%
Broad ESG Impact*** (70% U.S. Stock / 30% Foreign Stock)	%
Domestic Equity (100% U.S. Stock)	%
International Equity (100% Foreign Stock: 80% Developed Markets / 20% Emerging Markets)	%
Intermediate-Term Fixed Income	%
Short-Term Fixed Income	%
Money Market	%

***SOCIAL IMPACT**

The Social Impact Pool invests in organizations that are treating employees and customers fairly and are creating opportunities for the least advantaged. Additionally, the Pool focuses on investment managers from groups that have been traditionally excluded from the asset management industry.

****ENVIRONMENTAL IMPACT**

The Environmental Impact Pool invests in organizations that are best positioned to address and cope with rising climate risks by reducing carbon emissions, conserving resources, and adopting environmental policies.

*****BROAD ESG IMPACT**

The Broad ESG Impact Pool invests in organizations that tackle global challenges through commitments to environmental action, diversity and inclusion, and good governance.

Additional information about the impact (ESG) pools is available at www.greaterhorizons.org/investing.

6 Professional Advisor Information

Please list any additional professional advisors (accountants, attorneys, financial advisors) with whom Greater Horizons may share information about your Fund should they inquire. If you would like to give any of the following advisors permission to view your Fund online, or make investment changes on your behalf, please indicate in Section 9.

Professional Advisor Name & Profession	Firm Name
Professional Advisor Name & Profession	Firm Name

7 Contribution Information

If you know how you will make your initial contribution, please provide details. If there are other assets you plan to contribute to the Fund, please list in Section 9. You will need to contact your financial advisor or financial institution to initiate transfers to the Fund.

\$ _____

Estimated Initial Contribution

Approximate Date of Initial Contribution _____

Check

Wire or ACH

Bank Name: _____

8 Referral Information

If someone guided you in the decision to establish the Fund, please provide the following information about your referral.

Name	Organization Name
Address	City State Zip Code
Phone	Email Address

If you did not receive a personal referral, please share how you heard about us:

Please include any additional information you would like us to know. If you are setting up the Fund for a specific purpose, please describe here.

SAMPLE

Contributing to Agency Funds

Please visit www.greaterhorizons.org/agency-funds for instructions on contributing checks or wire transfers of cash to an agency fund.

Grants from Agency Funds

The agency may make recommendations for grants to the agency. Greater Horizons will process grants from an agency fund back to the agency.

Fundraising

Greater Horizons cannot sponsor or directly reimburse expenses incurred by an individual or agency for any fundraising activities or any other events intended to benefit any agency fund, and will not be responsible for the collection of any amounts from any benefit, ball, banquet, athletic event or third-party online fundraising page. Greater Horizons will only be responsible for the proper disbursement of funds actually received. Any advertising, promotional or other materials must be consistent with this policy. Additional information about fundraising can be found at www.greaterhorizons.org/fundraising-guidelines.

Agency Staff and Volunteer Updates

As the individuals listed in Section 4 of this form change, please provide Greater Horizons with updated information by completing the Update Your Agency Fund form, available at www.greaterhorizons.org/agency-funds.

Revisions to the Agency Fund Agreement

There may be a time when the objectives of an agency fund change during the course of an agency fund being held at the Greater Horizons. Please contact Greater Horizons to discuss possible revisions to an agency fund agreement.

Investment Review and Changes to Investments

If an agency is using Greater Horizons' investment pools or a custom mix, Greater Horizons welcomes the opportunity to involve agency staff, volunteers or both in an investment review with Greater Horizons' Director of Investments and a Philanthropic Advisor. If a change is needed to the investment mix, the agency will be asked to submit an investment recommendation form, signed by those individuals authorized in Section 4 of this form.

Fund Statements

Fund statements showing gift, grant and investment activity for agency funds are available through the online donor portal.

Accounting for Agency Funds

Public charities that establish agency funds with Greater Horizons should consult with their auditors on the proper reporting of assets in an agency fund. Greater Horizons has provided the guidance below for informational purposes. Financial Accounting Standards Board directive No. 136 indicates that when a nonprofit transfers a portion of its own assets to a fund at a community foundation, the nonprofit may continue to report those assets as its own, with the offsetting activity reported in net assets. Greater Horizons may also report the asset, with the offsetting activity reported as a liability to the nonprofit.

Who Can Manage the Investments of an Agency Fund

The agency may recommend that an agency fund be invested in Greater Horizons' investment pools or with a financial advisor. Financial advisors may manage the investments of an agency fund as long as the financial advisor is not (i) the agency or an employee of the agency, (ii) a Fund Advisor, (iii) any family member of an employee or Fund Advisor (defined as that person's spouse, ancestors, children, grandchildren, great grandchildren, siblings and the spouses of children, grandchildren, great grandchildren, siblings) and (iv) any entity where more than 35 percent of the entity is owned/controlled by any of these persons. If Greater Horizons does not receive an investment recommendation for the Fund, assets will be held in the Money Market Pool.

Confidentiality and Privacy Policy

Greater Horizons holds all information concerning agency funds in strict confidence. Greater Horizons will only release information about an agency fund if the agency has given permission, or if a government agency or court has the legal authority to request the information. All personal data collected on this form is subject to Greater Horizons' privacy policy, which can be found at www.greaterhorizons.org/privacy-policy.

Additional Detail on These Policies

Please see the Procedures for the Establishment and Operation of Funds and relevant sections of the Bylaws of Greater Horizons, available at www.greaterhorizons.org/procedures.