



INSTRUMENT OF TRANSFER Organization Master Fund

Truman Heartland Community Foundation
4200 Little Blue Parkway, Ste. 340
Independence, Missouri 64057

We, _____ (hereinafter called the "Organization"), hereby transfer cash or other property to establish the _____ **Fund** (hereinafter called the "Fund") at The Truman Heartland Community Foundation (hereinafter called the "Community Foundation"). The Community Foundation is authorized to accept additional contributions to the Fund in terms substantially similar to those set forth herein.

The initial purpose of the Fund shall be to establish an unrestricted fund for the Organization. At the request of the Organization, additional named sub-funds may be established within the Fund provided that the establishing gift meets the Community Foundation minimum policy (currently \$5,000 per sub-fund). The Organization shall specify the following in writing to the Community Foundation when requesting the establishment of a new sub-fund: name; a description of the charitable purpose(s) and/or program(s) to be supported; endowment or non-endowment designation; and any other information, restrictions or grant administration as may be required.

We desire that the annual net income and/or principal from the Fund be distributed to the Organization for its unrestricted use. For grant distributions from endowment sub-funds, it is intended that grants will be made to the Organization from net income only. At the discretion of the Organization, *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 three year-end Fund balances).*

We hereby acknowledge receipt of the Administrative Fee Schedule attached hereto as **Exhibit A** 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 (hereinafter referred to as "Board of Directors"). We agree to be bound by the most current schedule of fees published by the Community Foundation. Furthermore, we are familiar with the Community Foundation's Fund Investment Program and recommend the allocation, as described on **Exhibit B**, be applied to the Fund. We further understand that prior to receipt of a signed Investment Recommendation Form all contributions to the Fund will be held in the THCF Money Market account.

Requests for distributions from the Fund may be made upon the Community Foundation’s receipt of the written recommendation of two of the following officers of the Organization: **[Sample Officers: president and chief executive officer, vice president of operations, or the secretary/treasurer.]** A list of those current officers of the Organization is attached hereto as **Exhibit C**. As long as the Organization remains in good standing as a public charity, the Community Foundation will not unreasonably withhold a distribution that is recommended by the Organization.

We are familiar with and accept the terms of the procedures for the establishment and operation of funds of the Articles of Restatement of Articles of Incorporation of the Community Foundation (hereinafter called the “Articles”). We are aware that Article VIII, Section F of the Articles, gives the Board of Directors the power to modify or override any restriction or condition on the distribution of funds if in the sole judgment of the Board of Directors such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or is inconsistent with the charitable needs of the community to which the Foundation serves. 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.

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 from which grants will be distributed to charitable agencies providing similar services as currently being provided by the Organization.

Yours very truly,

ORGANIZATION NAME

ADDRESS

PHONE

EMAIL

Organization President & CEO Signature

Date Signed

Organization Chairman of the Board Signature

Date Signed

Accepted By

Truman Heartland Community Foundation:

President & CEO Signature

Date Signed



ORGANIZATION OFFICERS
Exhibit C

1. _____
(will receive all Community Foundation correspondence)
2. _____
3. _____
4. _____
5. _____

SAMPLE DRAFT