The Montrose Community Foundation may provide administrative services to charitable activities regardless of whether or not a legal entity exists. Only activities that fit within the mission, values, goals and guidelines as stated in Foundation policy are accepted. The MCF remains neutral in all political and community opinion discussions. Administrative support does not in any way suggest that the sponsored activity will receive preferential treatment during the MCF’s competitive grant cycle because of the sponsorship.

- If a legal entity exists, proper documentation is required (articles of incorporation, bylaws, tax-exempt ruling, etc.)
- If no legal entity exists, a written statement of purpose, individuals involved, any applicable contracts or other agreements, those benefited and other pertinent information is required. Such items will be attached to this fund agreement as documentation of fund purpose.
- Any fundraising materials and events will be reviewed with the MCF prior to implementation in order to limit liability for both the MCF and this organization. Signing this agreement acknowledges receipt of the “Guidelines for Public Fundraising for Component Funds of the MCF;” said document made part of this agreement.

The mission of the [ENTITY] ________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________________________________________

The role of the MCF is to administer the funds. Administrative services may include:
- Receiving donations.
- Maintaining records and reporting to fundraisers.
- Carrying out correspondence with fundraisers, donors, vendors, and others.
- Properly acknowledging donations of all sizes.
- Investing funds in short term, cash equivalent securities, when appropriate.
- With proper authorization of two committee member signatures on invoices and requests for reimbursement, disbursing funds to said organization or vendors as necessary. If a reimbursement is required, signatures need to be other than those of person being reimbursed.

Services are rendered to the organization until project completion or until the 501(c)(3) application is accepted or denied by the IRS. Any relationship past the time of completion of the IRS process will need to be reviewed again by the MCF Board. If the activities of said organization deviate significantly from those originally proposed in the application, the contract will again be reviewed by the MCF Board with opportunity for early termination. Any remaining balance in the related component fund after contract termination or project completion will be disbursed by the MCF Board.
A one-time, $250 fee will be assessed when the fund is established. Unless otherwise agreed upon, MCF will retain 3.0% of all contributions to the fund as a fee for its services based on six or less transactions per month. For this purpose a transaction includes any donations received or grants given from the fund (MCF fees are not considered transactions). If the fund has seven or more transactions in a month, then 5% of the contributions will be retained. The fee will be charged quarterly, but calculated monthly. All interest earned by the Fund remains with the MCF. Fees are subject to change by MCF.

If at the end of the fiscal year (June 30) there has been no activity in a fund, the fund will be charged a $100 administrative fee for that year. If a fund has activity and the fee total is less than $100 in that year, the fund will be charged the difference between $100 and the actual fees incurred.

As required by US Treasury Regulations, the MCF has explicit authority to redirect the assets of any fund it administers. However, the MCF does not anticipate exercising such authority unless, in the opinion of the Board of Directors, the purposes for which the Fund was established become unnecessary, incapable of fulfillment, or inconsistent with the needs of the community.

Accepted by: _____________________________________________  Date:  ______________________  
On behalf of [ENTITY]

Accepted by: _____________________________________________  Date:  ______________________  
On behalf of the Montrose Community Foundation

Persons designated by [ENTITY] to authorize disbursements from the fund:

__________________________________________  Phone # and Email address
Authorized Signatory (printed name)

__________________________________________  Phone # and Email address
Authorized Signatory (printed name)

__________________________________________  Phone # and Email address
Authorized Signatory (printed name)

__________________________________________  Phone # and Email address
Authorized Signatory (printed name)

__________________________________________  Phone # and Email address
Authorized Signatory (printed name)