

Procedures for Establishing and Operating Organization Endowment Funds

Authorization

The Park City Foundation ("The Foundation") has authorized the establishment of Organization Endowment Funds by a resolution of the Board of Directors. These procedures may be amended from time to time, when deemed necessary or desirable by the Board of Directors.

Characteristics of Organization Endowment Funds

Organization Endowment Funds may be established by the donation or transfer by any person or organization to, and acceptance by, The Foundation of money or property, whether by contribution, gift, bequest or devise, or by transfer from a charitable or other organization, to further or carry out the charitable purposes of The Foundation, as set forth in its articles of incorporation and bylaws. Contributions to Organization Endowment Funds represent irrevocable gifts subject to the legal and fiduciary ownership and control of The Foundation's Board of Directors. An organization may not impose any material restriction or condition that prevents The Foundation from freely and effectively employing the contributed assets or the income derived there from, in furtherance of a charitable purpose of The Foundation.

Nature and Terms of Organization Endowment Funds

Each Organization Endowment Fund shall be the property of The Foundation, owned by it in its normal corporate capacity. In such capacity, The Foundation shall have the ultimate authority and control of all property in the Fund, and the income derived there from, for the charitable purposes of The Foundation. Each Fund may be recorded on the books and records of The Foundation as an identifiable and separate fund and may be given a name or other appropriate designation as requested by the Donor. Anything herein or in the deed of gift or other instrument of transfer creating a Organization Endowment Fund to the contrary notwithstanding, each Fund shall be a component part of The Foundation and shall be subject to the governing instruments of The Foundation, including the articles of incorporation and bylaws, as amended from time to time.

Value

The minimum amount to establish a Organization Endowment Fund is \$5,000, but The Foundation encourages Donors to build their funds between \$15-50,000 over three to five years. The Foundation will not advise Donors on the value of contributed property.

The Donor's Role

The Foundation welcomes the involvement and recommendations of its Donors with respect to distributions from Organization Endowment Funds, but such recommendations are advisory only and are in no way binding upon The Foundation. The Foundation honors the charitable intentions of its Donors consistent with community needs and applicable laws and regulations. Donor advice will be considered if offered in writing or by fax, e-mail, or telephone. Because The Foundation's principal geographic area of concern is the greater Park City region, The Foundation's primary focus is to support and improve the charitable organizations of this region, but The Foundation also considers charitable organizations outside Summit County if the grant will fulfill the broader charitable purposes of The Foundation.

Evaluation of Donor Recommendations

In evaluating recommendations for distributions from Organization Endowment 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 or that the grant will be used



for a charitable purpose. All distributions from Organization Endowment Funds must be ratified by The Foundation's Board of Directors.

Additional Advisors

The privilege of making recommendations shall be extended to Donors, specified staff, and other designees. The initial Enowment Advisor is able to name up Successor Advisors by title or name. After this time, remaining fund balances are transferred according to the last advisor's recommendations or to The Park City Foundation's unrestricted endowment fund. All requests to appoint additional advisors and successor advisors must be communicated to The Foundation in writing by the Donor(s) establishing the fund. A Donor Advisor may change this designation at any time by completing the Successor Advisor Form available from The Foundation. If after six months from the death, resignation, or incapacity of a Donor Advised Fund's Donor(s), The Foundation has not received in writing the names of an additional advisor or successor advisor to the fund, the Fund shall continue as part of the unrestricted endowment funds of The Foundation.

Investment of Assets

The Foundation has the responsibility and authority for the investment of the assets of each Donor Advised Fund. The funds are invested according to The Foundation's established investment policy and the advice and counsel of the Investment Committee.

Variance Power

Organization Endowment Funds will be subject to the provisions of the articles of incorporation and bylaws of The Foundation, including the power vested in the Board of Directors to modify any condition or restriction on the distribution of funds if in its sole judgment (without the approval of any trustee, custodian or agent), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable purposes and functions of The Foundation.

Spending Policy

The Board of Directors, with the assistance of the Executive Director, may determine specific charitable needs for which distributions from Organization Endowment Funds may be made. In determining the annual distribution amount, the Board of Directors may consider the expected total return on the investments of The Foundation's permanent funds, the desirability of maintaining the value of The Foundation's permanent funds, and other factors that the Board of Directors deems relevant. The Park City Foundation strives for a sustainable philanthropic community lasting in perpetuity. To this end, we encourage the growing of funds and the granting of interest only. It is the general policy of The Foundation that a substantial part of the Organization Endowment Funds shall remain as a permanent endowment of The Foundation.

Distributions

All distributions from Organization Endowment Funds are subject to The Foundation's variance power and must be ratified by The Foundation's Board of Directors. The Foundation requires distributions of at least \$100 from any Donor Advised Fund. Unless otherwise requested by the Donor of the Fund, any distribution from a Donor Advised Fund shall identify to the grantee organization the name of the Fund from which the distribution is made.

Restrictions on Distributions

Distributions from Organization Endowment Funds established at The Foundation will be made only if they are 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 any purpose or to any organizations that would provide a tangible benefit to the Donor recommending the distribution (grants may not be made for special events, sponsorships, or tickets). It is The Foundation's policy that distributions from Organization Endowment Funds may not be made to any specific individual or to organizations that are not qualified section 501(c)(3) public charities without sufficient due diligence to establish that such distribution fulfills a charitable purpose. Distributions may not be used to directly or indirectly support or oppose candidates for public office.



THE **PARK CITY** FOUNDATION

Conflict of Terms

In the event of an inconsistency between these procedures and any procedures, terms, or conditions appearing elsewhere in connection with any fund, these procedures, 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.

Fees

Organization Endowment Funds are subject to administrative and investment fees and The Foundation reserves the right to change its fee structure at any time.

Organization Endowment Fund Agreement

Welcome to The Park City Foundation.

Thank you for choosing The Park City Foundation. We are committed to connecting you with the community and to the donors and services that are important to you. Our staff is available to assist you at any time with a wide variety of services, from creating your fund to ongoing organization development and grant opportunities.

Attached to this Agreement, you will find our Procedures for Establishing and Operating Organization Endowment Funds. If you have any questions about this agreement or the attached Procedures, please call our office 435-214-2146.

1 Organization & Fund Advisor Information

Organization

Organization Name	Service Category		
Mailing Address	City	State	Zip
Physical Address	City	State	Zip
Phone	Website		

Primary Contact/Fund Advisor

Name (First, Middle, Last)	Preferred Salutation (ex Mr. James L. Smith or Jim Smith)		
Position			
Phone	Preferred Email	Fax	

Board of Directors: Chair

Name (First, Middle, Last)	Preferred Salutation (ex Mr. James L. Smith or Jim Smith)		
Mailing Address	City	State	Zip
Date of Birth	Send Mailings to my:	Home <input type="radio"/>	Office <input type="radio"/>
Business or Organization Name	Position		
Business Address	City	State	Zip
Home Phone	Business Phone	Email (Preferred)	

Board of Directors: Vice Chair

PO Box 681499
Park City, Utah 84068

Name (First, Middle, Last)	Preferred Salutation (ex Mr. James L. Smith or Jim Smith)		
Mailing Address	City	State	Zip
Date of Birth	Send Mailings to my:	Home <input type="radio"/>	Office <input type="radio"/>
Business or Organization Name	Position		
Business Address	City	State	Zip
Home Phone	Business Phone	Email (Preferred)	

***ALL CORRESPONDENCE WILL BE SENT TO THE PRIMARY CONTACT, UNLESS OTHERWISE SPECIFIED**

2 Name Your Fund

Please choose a name for your fund. Your fund name will appear in foundation materials including our annual report and on our website.

Fund Name: _____

3 Organization Information

Please indicate your organization's mission:

4 Contributions

The minimum initial contribution is \$5,000. Additional gifts can be made in any amount. If making a contribution of multiple securities or assets, please attach pages as needed.

- Check for \$ _____
- Publicly Traded Securities _____ shares of _____
- Real Estate (attach detail of property)
- IRA/Retirement Plan/Life Insurance (attach copy of your beneficiary designation form)
- Closely held stock, Partnership or LLC interest, etc. (attach detail of asset)
- Bequest of other deferred gift
- Other _____

5 Fund Fees, Balance & Investment

The Park City Foundation values sustainable organizations- those that make a lasting community impact. We want your organizations to last into perpetuity; to this end, we encourage organizations to grow funds to \$50,000 before granting interest.

The annual administrative fee is generally 1% of the fund value. If you require additional services, The Foundation may find it necessary to revise this fee.

The annual administrative fee for your funds is: _____%.

The Park City Foundation is committed to smart, sophisticated investment. To learn more about our investment policies and committee, please visit our website and review our Investment Policy document.

6 Professional Advisor

If you are working with a financial, tax or estate planning advisor, please complete the following.

_____ Advisor Name	_____ Firm Name
_____ Mailing Address	_____ City State Zip
_____ Business Phone	_____ Email Address

7 Referral

How did you learn about The Park City Foundation? (Please list contacts)

- Advisor: _____
- Family/Friend/Donor: _____
- Foundation Employee: _____
- Website/Media: _____
- Other: _____

8 Signatures

Fund Advisor and Board Chair listed in section 1 must sign below

Policies and Procedures

The undersigned have received and reviewed the *Policies and Procedures for Operating a Organization Endowment Fund* and agree to its terms and conditions described therein. The undersigned understand that any contribution, once accepted by The Park City Foundation, represents an irrevocable gift to The Foundation and is not refundable. The undersigned hereby certify that all information presented in connection with this application is accurate, and the undersigned will promptly notify The Foundation in writing of any changes.

Service Charges

The Park City Community Foundation will receive as compensation for its services in investing, administering and distributing the funds hereunder, the service charges customarily applied.

Investments

The undersigned understand that investments will be administered in accordance with the policies of The Park City Foundation. The undersigned acknowledge that investments are subject to market and interest rate fluctuation risks, and that any gain or loss generated by the above investments will be credited or charged to the fund. The total investment return of each investment vehicle is net of its operating expenses.

Indemnity

In consideration of The Foundation's creating a fund at the request of the individual(s) or entity named and for other good and valuable consideration, the undersigned hereby agrees to indemnify and hold harmless The Foundation, its directors, officers and other representatives, against any liability, cost, or expense which The Foundation may incur by reason if its acting upon recommendations given to The Foundation by any of the authorized persons named.

Variance Power

It is understood that the fund to be established pursuant to this agreement will be subject to the provisions of the Charter and Bylaws of The Park City Foundation, including the power reserved by the Board of Directors to modify any condition or restriction on the distribution of funds if in its sole judgment (without the approval of any trustee, custodian or agent), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the area served by The Foundation.

Fund Advisor

Signature

Name (please print)

Date

The Park City Foundation

Name

Title

Date



THE **PARK CITY** FOUNDATION

Board of Directors Chair

Signature

Name (please print)

Date

Foundation Notes (for internal use)

Date of Gift

Fund ID #

Charitable Goals

In order to maximize your giving experience, we'd like to know more about your charitable goals. The following questions will help us serve you better.

1 Fund Advisor Information

Donor Advisor

Name (First, Middle, Last)

Mailing Address City State Zip

Business Address City State Zip

Home Phone Business Phone Email (Preferred)

2 Your Fund

3 Professional Advisor

If you are working with a financial, tax or estate planning advisor, please complete the following.

Advisor Name Firm Name

Mailing Address City State Zip

Business Phone Email Address

4 Referral

How did you learn about The Park City Foundation? (please list contacts)

- Advisor: _____
- Family/Friend/Donor: _____
- Foundation Employee: _____
- Website/Media: _____
- Other: _____

Thank you.

October 2008
PO Box 681499
Park City, Utah 84068