

**POISE FOUNDATION
ESTABLISH NEW ENDOWMENT FUND**

Instructions for Completing Form

Read the related Fee and Spending Policies associated with endowment funds at **Exhibit D** attached hereto. Complete the Trust Agreement as follows:

Page 1: Enter the Name of the organization that is creating the fund.

Enter the amount donated to begin the fund. This represents the initial donation to the fund.

Page 2: Enter the name of the fund to be created.
Enter the date the fund is to be/was established.

A donor representative should sign the form. **If the donor represents a corporation or organization, the donor should provide a copy of the board resolution authorizing the creation of the fund.**

The donor should sign four original copies of Page 2. The President and Secretary of POISE Foundation will sign four original copies. Two original copies will be returned to the donor and two copies will be maintained by the Foundation.

Page 3: Enter the name of the fund (same as name on Page 2.) Enter the year established and who is establishing fund (Same as page 1).

Select the type of Fund as indicated. See Exhibit B for explanation of fund types.

Indicate the purpose of the income generated from this fund.

Indicate by checkmark or "x" who will recommend grants from the income.

Page 4: If an advisory committee was selected, each person on the committee should sign the document. This document will be the official document indicating who is authorized to request grants and other information from the fund. If there is a change in board membership or the advisory committee, notification should be made to the Foundation as early as possible.

Return all documents to the Foundation for Signature.

POISE FOUNDATION
One Gateway Center, Suite 500
420 Fort Duquesne Blvd.
Pittsburgh, PA 15222
(412) 281-4967 phone
(412) 562-0292 fax

ESTABLISHMENT OF NEW FUND

I/We, _____^{*}, give to POISE Foundation, a non-profit charitable corporation organized under the laws of Pennsylvania (the "Foundation"), the sum of \$_____ for the uses and purposes of the Foundation as so deemed by the By-Laws and the Board of Trustees. In accordance with such purposes, this gift and all income generated by this gift, as well as subsequent gifts shall be used exclusively for the purposes and dedicated to the named Fund set forth in Exhibit A of this document. If in the judgment of the Foundation the stated charitable use shall become unnecessary, undesirable, impractical, impossible, or no longer adapted to the needs of the community, said gift shall be used for such other appropriate charitable use as shall be designated by the Foundation.

It is hereby acknowledged and understood that the designated purposes and charitable use for this gift, future gifts and generated income shall not be remunerative to the donor or enure to the benefit of the donor in such manner which is inconsistent with the stated purposes of the Foundation or the Fund, all of which shall be determined by the Foundation.

*** Please complete Exhibit E - Donor Contact Information**

It is hereby acknowledged and understood that this designated gift, and all subsequent gifts donated to the Fund, are irrevocable and all donated funds shall become the property of the Foundation for so long as the Fund and generated income is used for the purposes of the Foundation as so deemed by the By-Laws of the Foundation and its Board of Trustees.

This gift shall be known as the _____

Date: _____, 200__.

Donor Witness

Donor

Mark S. Lewis, President
POISE Foundation

Annette C. Gillcrese,
Secretary, POISE Foundation

Exhibit A

TRUST FUND DESCRIPTION

NAME OF FUND: _____

This fund was established in 200__ by _____

TYPE OF FUND: (Please select only one. See **Exhibit B** for definitions)

- | | |
|--|--|
| <input type="checkbox"/> Administrative Fund | <input type="checkbox"/> Field of Interest Fund |
| <input type="checkbox"/> Agency Fund | <input type="checkbox"/> Designated Scholarship Fund |
| <input type="checkbox"/> Donor Advised Fund* | <input type="checkbox"/> Unrestricted Scholarship Fund |
| <input type="checkbox"/> Donor Designated Fund | <input type="checkbox"/> Unrestricted Fund |
| <input type="checkbox"/> Passthrough Fund | |

The income from this fund is to be used for _____

*Donors of Donor Advised funds have the option of advisory privileges or appointing a person or persons to act as an advisory committee with respect to how the fund is invested and grants distributed within the overall guidelines of the Foundation. If it is your intent to exercise advisory privileges with this fund, please select **one** option below. If neither is selected, the Foundation will make all such decisions without any input.

_____ Individual Establishing Fund

_____ Advisory Committee

If you would like to establish an advisory committee, please recommend individuals/organizations that you would like the Foundation to consider on behalf of the fund. Please note the Foundation has the final approval on all committee members. See **Exhibit C** for further instructions.

ADVISORY COMMITTEE MEMBERS

Select **either** individuals **or** positions [if for an organization (i.e., Chairperson, President, Treasurer, Executive Director, etc.)] who are recommended for the advisory committee for this fund.

Print Name

(Signature)

Print Name

(Signature)

Print Name

(Signature)

Print Name

(Signature)

Print Name

(Signature)

Position

(Signature)

Position

(Signature)

Position

(Signature)

Please indicate with an * those individuals or positions within the organization, who are authorized to modify this listing.

Exhibit B
DEFINITION OF FUND TYPES

ADMINISTRATIVE FUNDS are for donors seeking to help the Foundation defray its normal operating expenses. Income from administrative funds is used to further the charitable purposes of the Foundation by supporting its operating/administrative expenses. The long term goal of the Foundation is to be self-supportive relating to its operating budget.

AGENCY FUNDS support a particular nonprofit agency. The income derived is used essentially for the organization designated. An agency endowment is a method of promoting self-sufficiency for nonprofit agencies/organizations.

DONOR ADVISED FUNDS are funds within POISE which are separately identified by reference to contributions from a donor or donors, and with respect to which the donor, or any person appointed or designated by such donor, has or reasonably expects to have advisory privileges with respect to the distribution or investment of the funds.

DONOR DESIGNATED FUNDS allow the user to support specific charitable organizations. These funds are for funding consistent and relevant issues.

FIELD OF INTEREST FUNDS focus on issues of concern. The primary issues that the Foundation supports are: Education, Children and Youth, Health and Human Services, Arts/Culture, Urban and Economic Development, and Aging.

UNRESTRICTED SCHOLARSHIP FUNDS are designated for the advancement of individuals looking for financial assistance. The donors have not placed any restrictions on the funds such as granting income to specific organizations, nor set certain criteria that the student must achieve in order to be eligible.

DESIGNATED SCHOLARSHIP FUNDS are designated for the advancement of individuals looking for financial assistance. The donors have placed restrictions on the funds such as granting income to specific organizations, or setting certain criteria that the student must achieve in order to be eligible.

UNRESTRICTED FUNDS do not have donor stipulations and the income derived from these can be used for any purpose as deemed by the Foundation that is consistent with the mission and objectives of the Foundation.

Exhibit B

DEFINITION OF FUND TYPES

Continued

PASSTHROUGH FUNDS are funds that a donor has setup for either a one time contribution and grant to be made from the fund, or in which the donor wishes the contribution to be disbursed in full in the same year made. In either circumstance, passthrough funds do not maintain nor grow a balance. Passthrough funds are charged a 1% administration fee.

Exhibit C
**Instructions for Recommending Members of the Advisory
Committee**

For those Funds that have a designated Advisory committee, the Foundation relies on adequate up to date information on which to base its decisions and transactions. Accordingly, the Foundation will place heavy reliance on the documentation on file. It is the responsibility of the Organization to update the Foundation on changes to the Advisory Committee.

From time to time it may become necessary to alter the members who were selected for the Advisory committee. In order to properly make changes, the Foundation will request that an authorized member(s) of the Advisory committee submit a formal written request to have the Advisory Committee member listing updated.

If, for whatever reason, there are no longer any individuals listed as advisory committee members involved, the Foundation will require a resolution from the Board of Directors of the Donating agency or organization for whom the fund is to benefit, to update the advisory committee listing.

If an individual has established a donor advised fund and is no longer able to advise the Foundation on grants, and, has not designated an authorized party to act on their behalf, then the Foundation's distribution committee will make all grant award determinations.

In any manner, all grant awards will be designated based on the restrictions placed upon the fund. The Foundation will have final determination and approval on all grants.

Exhibit D
Administrative Fee and Spending Policy

Administrative Fees

The Foundation at its discretion will charge an administration fee against any funds maintained by the Foundation. The Foundation at its sole discretion will set a limit that can be charged on the funds at the beginning of each fiscal year. This amount should not exceed one percent of the fund balance as determined on September 30th in the current year of operations with the exception of pass through grants and operating endowments. The Board of Trustees at its discretion may charge any amount less than the maximum as stated above.

Pass through funds will be assessed a fee based on the amount of work required by the Foundation to execute the disbursement of pass through grants. This amount may be set at a percentage of the fund balance or an established dollar amount. In any case the amount will be determined on a case by case basis.

Effective January 1, 2003, the administrative fee charged to all funds greater than or equal to \$35,000 fund balance as determined at September 30, of the prior year will be assessed a fee of 75 basis points (.75%). Any fund balance less than \$35,000 on September 30, of the current year will not be assessed any fees. The rationale by the Board for this is to allow smaller funds to grow at an accelerated rate without the burden of administrative fees.

Spending Policy

The Foundation has implemented a spending policy that will limit the amount of funds available for grants to 5% of the fund balance of each fund as calculated on September 30, of the previous year. This policy is in place to accomplish two primary purposes:

- 1.) To maintain the purchasing power that the value of a dollar today will have in the future.
- 2.) To ensure a sufficient and continuing stream of funds are available for grant distribution.

The Board will review the spending limit on an annual basis.

Exhibit E

Donor Contact Information

Donor Name: _____

Address: _____

Home Phone: _____

Daytime Phone: _____

Email address: _____