



COMMUNITY FOUNDATION
OF THE NORTHERN SHENANDOAH VALLEY

APPLICATION FOR AGENCY FUND

COMMUNITY FOUNDATION OF THE NORTHERN SHENANDOAH VALLEY

P.O. BOX 2391, WINCHESTER, VA 22604

1 AGENCY INFORMATION

Organization name: _____
Organization address: _____

Organization phone: _____
Email address: _____
Website Address: _____

2 FUND ADVISOR INFORMATION

The Community Foundation of the Shenandoah Valley will consider the advisor the primary contact for information such as account balances and distribution requests.

ADVISOR 1

Preferred salutation: _____
Full name (First, Middle, Last): _____
Home address: _____

Business or organization name: _____
Position/title: _____
Business address: _____

Home phone: _____
Business phone: _____
Cell phone: _____
Email address: _____
Send mailings to my: Home Office Email address

ADVISOR 2

Preferred salutation: _____

Full name (First, Middle, Last): _____

Home address: _____

Business or organization name: _____

Position/title: _____

Business address: _____

Home phone: _____

Business phone: _____

Cell phone: _____

Email address: _____

Send mailings to my: Home Office Email address

3 YOUR FUND

NAME YOUR FUND

Please choose a name for your fund. Your fund name will appear in all foundation materials.

TYPE OF FUND

Agency funds may either be endowed or non-endowed. Endowed agency funds are permanent funds. They safeguard your original investment, while building a stable funding stream for the future operations of your organization. Endowed funds are subject to the restrictions outlined in the Investment Policy.

Non-endowed agency funds are flexible, as both the principal and the earnings are available for use anytime. This makes them ideal for operating reserves or capital campaigns.

Please select the type of fund you wish to establish: Endowed Non-Endowed

DESCRIBE YOUR FUND

Please create a short description for your fund. The description will appear in on the CFNSV website and other foundation materials that list funds.

4 CONTRIBUTIONS

The minimum initial contribution is \$5,000. Funds must reach \$5000 in five years to be fully endowed. If a non-endowed fund falls below the minimum balance, the agency will be asked to either bring the balance back to \$5000 or close the fund.

Additional gifts can be made in any amount at any time by the Agency. If making a contribution of multiple securities or assets, please attach pages as needed. If transferring stock electronically, please call the Foundation for DTC instructions.

- Check for the following amount \$ _____
- Real estate (attach detail of property)**
- Closely held stock, Partnership or LLC interest, etc. (attach detail of asset)**
- Publicly traded securities _____ Shares of _____
- Other _____

***Please contact the Foundation in advance to discuss the details of these types of gifts*

5 INVESTMENTS

The investment philosophy for endowed funds of the Community Foundation of the Northern Shenandoah Valley Foundation’s emphasizes long-term results using a diversified portfolio of several different asset classes and strategies. We strive to preserve capital while achieving good returns year after year. Our objectives are to obtain investment results that will:

- Provide reasonable funding for grants over the long-term
- Insulate the value of the corpus against inflation, net of charitable distributions and expenses; and,
- Provide necessary funding to meet expenses.

Please provide me with a copy of the CFNSV Investment Policy Statement

INVESTMENT PORTFOLIO

Our endowed funds are invested in Portfolio D, a portfolio that supports our investment philosophy. Non-endowed fund holders may select the portfolio in Appendix B that best meets the organization’s needs. There are several choices depending on the expected duration of the fund and risk tolerance. There is a minimum balance requirement of \$120,000 to open a new portfolio. CFNSV may supplement smaller funds wishing to open a new portfolio.

Non-endowed fund holders should enter the dollar value or percentage of your initial investment that you would like to invest in the portfolios specified below. We will place your initial investment in the specified portfolio(s). We will not, however, rebalance your portfolio to maintain these percentages. Each portfolio will grow at a different rate, so your percentage of investment in each portfolio may vary over time.

\$ Value or %	Portfolio
	Portfolio A
	Portfolio B
	Portfolio C
	Portfolio D – Established Portfolio
	Portfolio E

6 FEES

The fund will be charged an annual administrative fee in accordance with the *Policy on General Support from Component Funds*, adopted and amended from time to time by the Foundation.

Please provide me with a copy of the CFNSV Policy on General Support from Endowment Funds

7 REFERRALS

PROFESSIONAL ADVISOR

If you are working with a legal, financial, tax or estate planner to establish this fund, please complete the following. We would like to thank them for their help.

Advisor Name: _____

Firm Name: _____

Business Address: _____

Business Phone: _____

Business Email: _____

REFERRAL

How did you learn about the Community Foundation of the Northern Shenandoah Valley?

- | | |
|--|--|
| <input type="checkbox"/> Advisor | <input type="checkbox"/> Foundation employee |
| <input type="checkbox"/> Family/friend/donor | <input type="checkbox"/> Web site/media |
| <input type="checkbox"/> Other | <input type="checkbox"/> Arts and Culture |

Please list their name so we can thank them.

Name: _____

8 SIGNATURE

AGENCY

Signature	Position	Date
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A ADDITIONAL INSTRUCTIONS

Please specify any additional instructions you would like included in the fund agreement.

B PORTFOLIOS

ASSET ALLOCATION MODELS

Asset Category	A	B	C	D	E
Safety Assets					
Money Market/Cash Instruments	13.00%	2.00%	2.00%	1.00%	1.00%
Total Safety Assets	13.00%	2.00%	2.00%	1.00%	1.00%
Income Assets					
Domestic Bonds:					
Short Term Maturities (1-5 yrs)	22.00%	14.00%	7.25%	4.00%	0.00%
Intermediate Term Maturities (5-10 yrs)	18.00%	20.00%	15.00%	8.50%	3.00%
Inflation Protected Bonds	5.00%	7.00%	5.75%	4.00%	3.00%
International Bonds	5.00%	5.50%	5.00%	5.50%	6.00%
Total Income Assets	50.00%	46.50%	33.00%	22.00%	12.00%
Growth Assets					
Large Cap U.S. Equities:					
Value Equities	9.00%	14.00%	13.50%	17.00%	17.50%
Growth Equities	5.00%	7.00%	8.00%	11.00%	12.00%
Large Cap International Equities:					
Value Stocks	3.50%	4.00%	7.00%	7.00%	9.50%
Growth Stocks	2.00%	3.00%	5.00%	5.00%	6.50%
Growth Real Estate:	2.00%	6.50%	11.00%	7.00%	5.00%
Total Growth Assets	21.50%	34.50%	44.50%	47.00%	50.50%
Aggressive Assets					
Small Cap U.S. Equities:					
Value Equities	5.00%	5.00%	5.00%	11.00%	11.50%
Growth Equities	3.00%	3.00%	3.00%	5.00%	8.00%
Small Cap International Equities:					
Energy/Natural Resources:	5.00%	6.00%	8.50%	8.00%	8.00%
Total Aggressive Assets	15.50%	17.00%	20.50%	30.00%	36.50%
TOTAL PORTFOLIO	100.00%	100.00%	100.00%	100.00%	100.00%