

Name of Corporation
Address
City, State, Zip Code

Fund: CORPORATE CHARITABLE FUND – Part Endowed/Part Non-endowed

Mr. Raymond J. Hebert
Community Foundation of Acadiana
1035 Camellia Boulevard, Suite 100
Lafayette, Louisiana 70508

Dear Raymond:

With this letter we are donating and delivering to Community Foundation of Acadiana (the "Foundation") the asset(s) described on Attachment "A." This constitutes an irrevocable gift by us to the Foundation. This gift is given to the Foundation subject to the following terms and conditions:

1. A Corporate Charitable Fund shall be established on the books of the Foundation that shall be known as the _____ Fund ("Fund").
2. The Fund shall include the property delivered with this letter, any other property that hereafter may be transferred to the Foundation by said corporation (the "Donor") or any other person or organization for inclusion in the Fund and all accumulated and undistributed income from all such property.
3. The Fund shall be divided into two separate parts: (a) The first part shall be considered a permanently endowed sub-fund (the "Endowment Portion") of the Fund and (b) the second part shall be considered a spend-down sub-fund (the "Spend-down Portion") of the Fund. Attachment "A" designates the division of the initial deposit to the Fund. Unless otherwise stipulated, subsequent gifts to the Fund will be divided equally into the endowment portion and the spend-down portion.
4. The entire Fund, both the Endowment and Spend-down Portions, shall be the property of the Foundation held by it in its corporate capacity and shall not be deemed a separate trust fund held by it in a trustee capacity. The Foundation shall have the ultimate authority and control over all property in the Fund and the income derived therefrom, for the charitable, educational, scientific, literary, and religious purposes of the Foundation. To the extent practicable or feasible, Community Foundation of Acadiana shall distribute charitable grants from the fund that are consistent with the original Donor's charitable and philanthropic interests. Contributions of property other than cash and marketable securities may be added to the Fund only with the written consent of the Foundation.

5. For the Endowment Portion of the Fund, only investment return (i.e. dividends, interest and realized gains) from Fund assets will be used to make distributions. If the fair market value of the Fund ever drops below the initial endowed amount, future distributions will only be made to the extent of investment return from dividends and interest received until the Fund assets equal or exceed the initial endowed amount. For the Spend-down Portion of the Fund, the investment return (i.e. dividends, interest and realized gains) from Fund assets as well as the gifted amount(s) will be available for distributions. All distributions shall be for charitable, educational, scientific, literary, or religious purposes (including any combination of such purposes) and for administrative purposes, all in furtherance of the purposes of the Foundation. The distributions may be made directly by the Foundation for these purposes or by contributions to other tax exempt organizations for such purposes.

6. Distributions from the Fund shall be made at such times, in such amounts, in such ways and for such charitable, educational, scientific, literary, or religious purposes (or any combination of such purposes) and for administrative purposes as the Foundation shall determine. As donor, I may from time to time submit to the Foundation recommendations with respect to distributions. Recommendations shall be solely advisory, and the Foundation shall not be bound by such recommendations. Upon the death or incapacity of the Fund's last surviving Advisor, I request that the Fund be administered in the following way:
 - to meet the greatest needs of the Acadiana area through the Foundation's competitive, unrestricted grant-making; (donor(s) can specify parish/geographic preference here)

 - to meet the greatest needs of the Acadiana area through the Foundation's competitive, unrestricted grant-making, in one of the following fields (circle one): (1) Health, (2) Social Services, (3) Education, (4) Community & Economic Development, (5) The Arts & Culture, (6) Environment, Parks, Public Spaces;

 - to create an endowed, designated Fund for the benefit of the entity(ies) named below (\$10,000 minimum required):

7. The Endowment Portion of the Fund will be managed in accordance with the policies and procedures adopted by the Foundation for permanently endowed funds, as they may be amended from time to time. The Spend-down Portion of the Fund also will be managed in accordance with these same policies and procedures, except that the limitations on the amount of the Fund that is available for distribution as described in these policies and procedures shall not apply to the Spend-down Portion of the Fund. A copy of the current policies and procedures for funds is attached to this letter.

8. It is intended that the Fund shall be a component part of the Foundation and not a separate trust, and that nothing in this Agreement shall affect the status of the Foundation as an organization described in Section 501(c)(3) of the Internal Revenue Code, as amended, or as an organization

which is not a private Foundation within the meaning of Section 509(a) of the Code. This Agreement shall be interpreted in a manner consistent with the foregoing intention and so as to conform to the requirements of the foregoing provisions of the federal tax laws and any regulations issued pursuant thereto. The Foundation is authorized to amend this Agreement to conform to the provisions of any applicable law or government regulation in order to carry out the foregoing intention. References herein to provisions of the Internal Revenue Code, as amended, shall be deemed references to the corresponding provisions of any future Internal Revenue Code.

I understand that no grants will be distributed from a named fund until it has attained the required minimum of \$10,000. I further understand that endowed funds must be invested for four full quarters before grants are made from its earnings.

Thank you for your consideration in this matter.

Name of Corporation

Name (Signature)

Name (Printed) & Title

(Optional) 2nd Name (Signature)

2nd Name (Printed) & Title

The Foundation gratefully accepts your gift upon the terms and conditions above and hereby acknowledges receipt of the above-described property on this _____ day of _____, 20 _____.

COMMUNITY FOUNDATION OF ACADIANA

By: _____
Raymond J. Hebert, Executive Director

Name of Corporation
Address
City, State, Zip Code

ATTACHMENT A

Division of Initial Deposit to the

Fund

GIFT:

_____ FOR DEPOSIT TO THE ENDOWMENT PORTION

_____ FOR DEPOSIT TO THE SPENDDOWN PORTION

Attachment B
Advisor(s) to Corporate Charitable Fund

Advisor Name _____
Home Address _____
City, State, Zip _____ Home Telephone _____
Business Name _____
Title _____
Business Address _____
City, State, Zip _____ Bus. Telephone _____
Email Address _____
Indicate preference on where mail is sent Home Address Business Address

For Community Foundation Use Only:									
<input type="checkbox"/> Advisr	<input type="checkbox"/> AgyRep	<input type="checkbox"/> DstCom	<input type="checkbox"/> Foundr	<input type="checkbox"/> FundRp	<input type="checkbox"/> FundSt	<input type="checkbox"/> GrtLtr	<input type="checkbox"/> Int	<input type="checkbox"/> SchCom	<input type="checkbox"/> SccAdv

Advisor Name _____
Home Address _____
City, State, Zip _____ Home Telephone _____
Business Name _____
Title _____
Business Address _____
City, State, Zip _____ Bus. Telephone _____
Email Address _____
Indicate preference on where mail is sent Home Address Business Address

For Community Foundation Use Only:									
<input type="checkbox"/> Advisr	<input type="checkbox"/> AgyRep	<input type="checkbox"/> DstCom	<input type="checkbox"/> Foundr	<input type="checkbox"/> FundRp	<input type="checkbox"/> FundSt	<input type="checkbox"/> GrtLtr	<input type="checkbox"/> Int	<input type="checkbox"/> SchCom	<input type="checkbox"/> SccAdv

(If more space is needed for additional names, please make copies and complete.)

Attachment C Investment Recommendation Form (Endowed Fund)

Fund ID: _____

Please select one of the following pooled investment options below. See next page for a description.

*BALANCED GROWTH PORTFOLIO (Moderate to Conservative Mix)	(Check Here):	
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OR

*CATHOLIC VALUES PORTFOLIO (Moderate to Conservative Mix w/ restrictions)	(Check Here):	
--	----------------------	--

OR

*ALTERNATE OPTIONS	*Aggressive Mix	*Moderate Aggressive Mix	*Moderate Mix	*Conservative Mix	*Risk Averse Mix	Customize Your Mix
Money Market	0.25%	0.25%	10%	20%	100%	
Fixed Income	29.75%	24.75%	40%	50%	0%	
+Alternative Investment Pool (maximum allocation is 10% if fund balance is less than \$200,000)	0.00%	10.00%	0%	0%	0%	
Equity	70.00%	65.00%	50%	30%	0%	
Total	100%	100%	100%	100%	100%	100%
Check a Box						

**Upon review, allocations may be changed from time to time.*

***Allocation changes submitted by donor(s) during the month will be placed into effect the beginning of the following month.*

+Investments in the Alternative Investment Pool are subject to a one-year "lockup" whereby those funds cannot be liquidated or otherwise accessed from that pool. After one year has elapsed from the date of investment into the Alternative Investment Pool, the value of the original investment may be liquidated by notifying CFA 65 days in advance of the last day of the month in which the funds are needed.

_____ **Please initial here to confirm understanding of aforementioned.**

As required by IRS regulations, I acknowledge and agree that:

- a) this recommendation is advisory only and Community Foundation of Acadiana may, at its sole and absolute discretion, follow or decline to follow my recommendation;
- b) the Foundation may at any time, at its sole and absolute discretion, change the investment of all or any portion of the assets in the Fund;
- c) the investments will align with the Foundation's Investment Policy Statements; and
- d) the investments are subject to normal market and interest rate fluctuation risks, and any gain or loss generated by the above investments will be credited or charged to the Fund.

Name (Print)

Name (Signature)

(Date)

Attachment D Investment Recommendation Form (Non-Endowed Fund)

Fund ID: _____

Please select one of the following pooled investment options below. See next page for a description.

*BALANCED GROWTH PORTFOLIO (Moderate to Conservative Mix)	(Check Here):	
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OR

*CATHOLIC VALUES PORTFOLIO (Moderate to Conservative Mix w/ restrictions)	(Check Here):	
--	----------------------	--

OR

*ALTERNATE OPTIONS	*Aggressive Mix	*Moderate Aggressive Mix	*Moderate Mix	*Conservative Mix	*Risk Averse Mix	Customize Your Mix
Money Market	0.25%	0.25%	10%	20%	100%	
Fixed Income	29.75%	24.75%	40%	50%	0%	
+Alternative Investment Pool <small>(maximum allocation is 10% if fund balance is less than \$200,000)</small>	0.00%	10.00%	0%	0%	0%	
Equity	70.00%	65.00%	50%	30%	0%	
Total	100%	100%	100%	100%	100%	100%
Check a Box						

**Upon review, allocations may be changed from time to time.*

***Allocation changes submitted by donor(s) during the month will be placed into effect the beginning of the following month.*

+Investments in the Alternative Investment Pool are subject to a one-year "lockup" whereby those funds cannot be liquidated or otherwise accessed from that pool. After one year has elapsed from the date of investment into the Alternative Investment Pool, the value of the original investment may be liquidated by notifying CFA 65 days in advance of the last day of the month in which the funds are needed.

_____ **Please initial here to confirm understanding of aforementioned.**

As required by IRS regulations, I acknowledge and agree that:

- a) this recommendation is advisory only and Community Foundation of Acadiana may, at its sole and absolute discretion, follow or decline to follow my recommendation;
- b) the Foundation may at any time, at its sole and absolute discretion, change the investment of all or any portion of the assets in the Fund;
- c) the investments will align with the Foundation's Investment Policy Statements; and
- d) the investments are subject to normal market and interest rate fluctuation risks, and any gain or loss generated by the above investments will be credited or charged to the Fund.

Name (Print)

Name (Signature)

(Date)

DESCRIPTION OF ASSET ALLOCATION OPTIONS

Your asset allocation strategy should match your risk tolerance and long-term objectives for your fund. Your fund's time horizon is important because your investment will rise and fall in value throughout the time your fund holds them. Since time moderates risk, the longer your investment time horizon, the more likely you will achieve your fund's performance goals. Shorter-term grant distributions should be set aside in the Money Market Pool with the remainder allocated to the designated asset allocation percentages.

BALANCED GROWTH PORTFOLIO

The primary investment objective for the Balanced Growth Portfolio is that of an income and growth portfolio with the following order of priority: generate a total return that allows for a consistent payout for grant making purposes (outlined in the spending policy); seek a total return that offsets the effects of inflation on both the income and the corpus; and produce a total return that seeks to manage risk by protecting the principal.

CATHOLIC VALUES PORTFOLIO

The purpose of restrictions to an accepted investment policy statement is to provide additional constraints to the parameters of the policy. The following restrictions have been added so as to not violate the core values of the Roman Catholic Church as determined by Community Foundation of Acadiana. These restrictions pertain to the business nature of a company. This policy restricts the purchase of securities of any company that manufactures or maintains marketing/licensing agreements with manufacturers of contraceptives, abortifacients or instruments used in the abortion procedure, and adult entertainment.

AGGRESSIVE MIX

The Aggressive Mix seeks capital appreciation and some current income. The Aggressive Mix, because it invests a high percentage in stocks, is expected to have more market risk than the more conservative allocation options with smaller equity allocation percentages. This is especially true in the short term, but may have more potential for long-term gain.

MODERATE AGGRESSIVE MIX

The Moderate Aggressive Mix also seeks capital appreciation and some current income. However, this mix includes a 10% allocation to the *alternative* investment pool, which seeks to fully participate in strong capital markets, but more importantly provide protection in down and sideways capital markets through a multi-strategy investment approach that focuses on absolute returns. The Moderate Aggressive Mix is expected to have less market risk than the Aggressive Mix but is expected to have more market risk than the more conservative allocation options described below. This is especially true in the short term, but may have more potential for long-term gain.

MODERATE MIX

The Moderate Mix seeks both current income and capital appreciation. The Moderate Mix, because it invests in both equity and fixed income securities in equal proportions, is expected to have less market risk. It also may have less potential for gain over the long term than other allocations that include higher equity allocation percentages.

CONSERVATIVE MIX

The Conservative Mix seeks current income, and to a lesser extent, capital appreciation. The Conservative Mix, because it invests primarily in fixed income securities, is expected to have less market risk. It also may have less potential for gain over the long term than other allocations that include higher equity allocation percentages.

RISK AVERSE MIX

The Risk Averse Mix (Money Market Pool) is a portfolio of high-quality, liquid (fewer than 180 days) money market instruments, which are managed to keep their share price stable. The Risk Averse Mix is designed to provide available liquid assets to meet annual cash requirements. It also provides a vehicle for more conservative donors who would like their contributions to earn income at current money market rates while ensuring the preservation of principal. The rate of income will vary, generally reflecting short-term interest rates.

THIS DESCRIPTION OF ASSET ALLOCATION OPTIONS IS FOR INFORMATIONAL PURPOSES ONLY; IT IS NOT INTENDED TO BE INVESTMENT ADVICE.