



Catholic Community Foundation, Inc. Fund Application & Agreement Process

Ministry Application – Parish, School or Agency initiating new fund

1. Please contact the Catholic Community Foundation Office to secure the most recent fund application form. Complete the fund application form, securing signatures of ministry head(s) (Pastor/PLC/Principal/Director).
2. Return the signed application to the Catholic Community Foundation, 1400 N. Meridian Street, Indianapolis, IN 46202, with a check in the amount of \$5,000 or more made payable to the **Catholic Community Foundation, Inc.** to establish the new fund.
3. The foundation staff will return via US mail two copies of the fund agreement for signature. Please review the Catholic Community Foundation Fund agreement and sign both copies, returning them to the Catholic Community Foundation office for additional signatures.
4. One original signed agreement will be kept on file with the Catholic Community Foundation. The second original copy will be mailed to the ministry for their file.

Individual Donor Application – Donor initiating new fund

1. If a donor is interested in establishing a fund, a meeting should be arranged with the donor, the ministry head and a Catholic Community Foundation staff member to review the application process and agreement. This is an important step as it ensures the donor is fully informed regarding the process and the legal document to be signed.
2. A fund application will be completed and signed at the meeting. A check made payable to the Catholic Community Foundation, Inc. should accompany the application.

3. Once the fund application is approved, a draft agreement will be prepared and a meeting should be arranged by the ministry with the donor and a member of the Catholic Community Foundation staff to review the agreement and secure signatures.
4. One original copy of the signed fund agreement will be kept on file with the Catholic Community Foundation Office. The second original signed copy will be mailed to the donor for their file.
5. The Foundation will meet on an annual basis with the fund donor to provide a stewardship report on their Foundation fund and address questions related to the fund.

Catholic Community Foundation Fund – Reporting & Distributions

1. The fund donor (ministry or donor) will determine how often a distribution will occur – quarterly, semi-annually or annually.
2. The fund distribution is five percent (5%) of the average net fair market value of the Fund, which includes the change of market value, dividends and interest, net of expenses, all averaged over the prior three (3) years, as calculated on the previous quarter's ending balance.
3. Distributions not taken become part of the permanent endowment of the Fund and may not be withdrawn in a subsequent period.
4. Each year, fund holders complete a form that determines whether or not the Foundation should initiate a fund distribution for the stated purpose.
5. The benefitting ministry(ies) sign to ensure that the fund distribution's use is in compliance with the fund's intended purpose.
6. Quarterly reports are available to fund holders. Reports detail the fund balance, investment performance and available distribution, depending on the distribution schedule (quarterly, semi-annually or annually) Fundriver software will soon be available to provide online access to fund activity, including additional gifts, investment returns and distributions.
7. It is important that new ministry heads be made aware of Catholic Community Foundation funds benefitting the ministry. Please contact the Catholic Community Foundation at 317-236-1482 to communicate updates and changes.