



**COMMUNITY
FOUNDATION**
of Western Nevada

COMMUNITY FOUNDATION OF WESTERN NEVADA

COMMUNITY FUND ADMINISTRATIVE POLICY

I. Purpose

Gifts to the Community Endowment and to the Community Fund are precious and reflect the best we all have to offer. It is said that the highest form of giving is to give anonymously to help someone you don't know. This is what the Community Endowment represents, and the Community Foundation of Western Nevada has, and always will, endeavor to multiply the positive impact made in the highest spirit of giving.

Through the Community Endowment Fund, the Community Foundation will provide financial resources that can be applied with nimbleness and flexibility to respond to community challenges annually and/or as they arise.

We don't know what tomorrow will bring, but we believe in our ability to come together and meet those challenges head-on. We believe in the value of investing in the future of northern Nevada, with an endowment fund at Community Foundation of Western Nevada. We believe that the power of endowment will create:

- A gift that will provide resources today
- An investment that will grow over time
- An enduring pledge to help today, tomorrow and in perpetuity
- An emergency fund to help in time of crises, locally, regionally, and/or nationally

II. Fund Definition & Description

The Community Fund is "funded" through unrestricted gifts where the donor has either designated the fund, or requested that their gift be used in a short time frame. The Community Fund is also "funded" by the income from the Community Endowment Fund. At the close of each year, 100% of the income generated in the prior year by the Community Endowment Fund shall be transferred to the Community Fund.

Community Endowment Fund:
Fund ID c5992e
Established April 22, 1998
Permanently Endowed – Only Income Disbursed
A restricted Fund – Income flows to Community Fund
Fund Advisor is the Board of Trustees

Community Fund:
Fund ID c5985a
Established June 6, 2014
Non-Endowed – All assets in fund are Disbursable
An unrestricted Fund – All assets may be spent
Fund Advisor is the Board of Trustees

III. Use of Community Fund

The Board of Trustees shall set the general purpose for the use of the Fund. Uses may include Foundation community leadership work, Foundation goals as determined in strategic plans, and other board-adopted initiatives. The uses may include grantmaking, match grant challenges, funding of studies and projects, and other uses as determined by the Board. Funding may be external to grantees, consultants or other expenses, or internal for projects and programs. Funding may not be used for Foundation overhead. Funding may be single- or multi-year, but for multi-year there must be sufficient assets in the Fund for future year obligations. The Board may also hold back some of the assets in the Fund for community emergencies. For the purposes of this fund, Community includes the region served by the Foundation from Northeastern California to Eastern Nevada. The designated “reserve” or “greatest need” assets may be used for national emergencies/crises, as determined by the Advisory Committee.

IV. Vetting Process for Use of the Community Fund

The Board of Trustees shall set the scope and general direction for the use of the funds, setting as broad or narrow a scope as it deems appropriate. An Advisory Committee will be established. Nominees for the Advisory Committee will be accepted by the Stewardship Committee, then presented to the board for approval, on an annual basis. The board reserves the right to replace any committee member in any year. This committee will be comprised of eight current board members, three staff, and four community leaders representing diverse perspective and geographic reach. The Community representatives will change annually. Board and staff members may repeat for up to three years, and then, will term-out. After two years off of the Advisory Committee, staff and board may join again for another three years. This Advisory Committee has the responsibility of vetting ideas for use of the Fund, and in evaluating those uses within the instruction and constraints as set by the board, and the context of the Foundation’s strategic plan and current goals. During the first quarter of each calendar year, the Advisory Committee shall thoroughly communicate with all board, staff, and the community at large through an RFP process, to request ideas for use of the available assets in the Fund. The Committee shall provide a 60-day window and process through which board members, staff, and community members may submit ideas.

The Advisory Committee shall carefully vet all ideas received to understand the need more fully. The vetting shall result in specific recommendations on use of the Community Fund. The Stewardship Committee shall review the completed process, grantees, and grant recommendations to ensure compliance with policy, then present the recommendations to a combined group of the Board of Trustees, Advisory Board, and Staff. Final recommendations are then sent to the Board of Trustees for review and approval. It is to be expressly understood that the Board of Trustees may alter the recommendations as the final authority on the use of the Community Fund. The Advisory Committee and/or Board will retain at least 10% of the balance of the Fund as of January 1, following receipt of the transfer of income from the Community Endowment,

for a reserve fund for emergency or unexpected community needs. Examples might include flooding, fires, and other crises.

First quarter:	Board set scope and direction for use of this year's funding. Estimated funds available is determined Request for Proposals Sent/Advertised – Approx 2/1
Second Quarter:	Exact amount of funds available is determined Advisory Committee Meetings, Vetting, Selection of Proposals and Advisory Board Recommendations Finalized and presented to Stewardship Committee
Third Quarter:	At the June Board Meeting, the Stewardship Committee shall present the recommendations to the Board for final approval
Third/Four Quarter:	Awardees Notified; Determination of Use of Greatest Need/Reserve Funds, if a balance remains in the fund. Board of Trustees sets the scope and general direction for the use of the funds for the upcoming year(s), setting as broad or narrow a scope as it deems appropriate. Stewardship Committee accepts Advisory Committee nominations and makes recommendations on appointments to the Board of Trustees. Board of Trustees votes on Advisory Committee nominees

To qualify for grants from the Community Fund, proposed grant recipients must meet or exceed the Foundation's official vetting requirements and best practice criteria for nonprofits.

Recommendations for grants from the reserve fund for emergencies or unexpected community needs may occur at anytime with Board of Trustee approval. Such recommendations, by necessity, may be made quickly without an RFP process or Advisory Committee involvement.

V. Community Communication and Accountability

The Foundation shall constantly evaluate our use of the Community Fund to ensure we are meeting or exceeding our goals. The policy will be reviewed annually and the Foundation shall engage in robust reviews and evaluations with an eye towards long-term impact. We shall measure before, during, and long after Community Fund assets are spent, to learn, and to reinforce our work.

The Community Fund is supported by generous donors who wish to see their gift(s) well used. The Foundation recognizes that we are accountable to all of Northern Nevada on the use of Community Fund assets. The bottom line is sustained improvement in the quality of life for residents in Northern Nevada. Therefore, all uses of assets in the Fund shall be broadly disseminated and shared with the public.

Per our Gift Acceptance Policy, the Board shall determine whether any unrestricted gift received in the amount of \$50,000 or more is to be added to the Community Endowment

Fund, or the Operating Fund. No unrestricted gifts over \$50,000 are assumed to be designated for immediate use. In accordance with this policy, for marketing purposes, when marketing materials ask for a gift to an endowment fund and a donor sends in a gift, the assumption is that the gift is for the endowment because that was the ask. As long as all of our marketing materials always refer to the Community Endowment or Community Endowment Fund, it is proper and consistent that we deposit those gifts to the Community Endowment Fund, and so state in our gift acknowledgment letters to donors. We may wish to further describe the purpose of the Community Endowment Fund in those gift acknowledgement letters so donors are fully informed. We should not list the "Community Fund" in any of our marketing materials, print or digital, because that is not an endowed fund.

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