

Signature Investment Program

Individuals and businesses in the Quad Cities region wishing to establish charitable funds of \$500,000 or more at the Quad Cities Community Foundation have the opportunity to leverage the expertise of their personal Investment Advisor to invest their donated funds through our Signature Investment Program.

By participating in the Signature Investment Program, donors unlock the power of giving through a unique partnership that allows you to recommend your Investment Advisor to invest your funds. The program maximizes your fund's earnings for the benefit of your charitable wishes and your community.



How it Works

- Donors who maintain a charitable fund of \$500,000 or more may request that their fund's investment allocations be facilitated by an Investment Advisor of their choosing in a separate Signature Investment account, rather than in our investment pools.
- The Investment Advisor works for the Community Foundation and manages funds consistent with the purpose and goals of the Community Foundation's Investment Policy Statement.
- The Investment Advisor works with the Community Foundation to maximize the fund's performance for the benefit of the donor's intention and charitable causes.
- Donors receive quarterly statements detailing fund activity and can access fund activity online 24/7.
- Donors recommend or designate grants from their fund to support the communities and charities they care deeply about, and the Community Foundation distributes these awards.
- The donor transforms the region thanks to their generosity.

Benefits of the Program

- By working with the Community Foundation, donors solidify their philanthropic goals and legacy and amplify goodness in the community.
- Donors can access the full expertise of their Investment Advisor and the Community Foundation. For more than six decades, the Community Foundation has been the trusted resource for community generosity.
- Donors can maximize tax savings through strategic gifting and benefits like the Endow Iowa Tax Credit.

Let's Partner

Donors and Investment Advisors can take advantage of this charitable giving opportunity by contacting:

ANNE CALDER / Vice President of Development
AnneCalder@QCCCommunityFoundation.org
(563) 326-2840



About the Community Foundation

The Quad Cities Community Foundation is the place where generous people in the Quad Cities (and beyond!) make gifts to support their community, specific organizations, and causes most important to them. We are an independent, public charity led by a team of philanthropic professionals committed to listening to our donors' charitable goals, and then working alongside them to help them best meet their hopes and dreams.

Donors choose to partner with the Community Foundation because our board and staff are actively engaged in the communities we support, remaining on the pulse of our community's greatest opportunities and pressing needs. Through gifts and funds established at the Community Foundation, we award grants and scholarships to people and organizations that are transforming our region.

All the Details (and Fine Print)

The Signature Investment Program has been designed for, and is exclusive to, donors who open a charitable fund of \$500,000 or more. Donors may request consideration of their fund to be invested by their personal Investment Advisor in a separate Signature Investment account outside of the Community Foundation's endowment pools. Both investment returns and spending calculations will be conducted on the separate Signature Investment account only.

The recommended Investment Advisor must manage funds in a prudent manner consistent with the purpose and goals of the Community Foundation's Investment Policy Statement, and also comply with the following guidelines:

1. Operate at all times as a Fiduciary—acting always in the best interest of the Foundation, and in compliance with all applicable laws and regulations.
2. Prepare asset allocation analyses as necessary, and recommend asset allocation strategies with respect to the Community Foundation's objectives.
3. Notify the Community Foundation's Vice President of Finance and Investment Consultant immediately of any material change in investment style or any change in either the individual or firm advising the segregated account.
4. Remain fully invested within the assigned investment mandate, excluding cash required for transactions.
5. Agree to meetings as requested by the Community Foundation's staff and Investment Committee.
6. Seek the best price and execution for security trades and comply with all regulations concerning "soft dollars."
7. Work to increase net returns on investments based on a market benchmark to ensure long-term growth and ability to annually payout for grant distribution based on the Community Foundation's spending policy, additional Community Foundation administrative fees, and all-in investment fees.

Investment Advisors may not engage in the following transactions on behalf of the Community Foundation:

- Any transaction that could cause a problem with the Community Foundation's tax-exempt status.
- Any transaction that results in leveraging the assets of the Community Foundation.
- Excluding mutual funds, any transaction investing in private placements, lettered stock, future contracts, swaps, synthetic securities, derivatives, options, short sales, margin transactions, or other specialized investment activities unless such transactions are approved in writing by the Community Foundation before entering into the transaction.

Donors may request a one-time permanent change from their Signature Investment account to one of the Community Foundation's investment pools. This action will close their Signature Investment account with the Investment Advisor.

Conflicts of Interest

Investment Advisor shall disclose all perceived or actual conflicts of interest, and all economic ties, commitments or familial relationships between and amongst the donor(s) and the Investment Advisor. Family members of the donor(s) are prohibited from serving as Investment Advisors.

Administration, Fees, and Policies

- 1. Minimum Investment Portfolio Balance:** The minimum balance of a Signature Investment account is \$500,000. A Signature Investment Account may include one or more funds, each with balances of \$500,000 or more.
- 2. Administrative Fees:** Quarterly, the Community Foundation will assess its standard annual fee for fund administration. Also, a quarterly flat fee of \$500 will be assessed per fund holder for the administration of the separate investment account. It is understood that the Community Foundation's fee schedule is subject to modification and can be increased or decreased at the sole discretion of the Community Foundation's Board of Directors.
- 3. Investment Fees:** All-in investment fees associated with the separate investment account, including the Investment Advisory Fee, shall be market rate or below. Any direct investment expenses not included in the Investment Advisory Fee (such as brokerage fees and commissions, mutual fund operating expenses, clearing and custody charges, etc.) are included in all-in investment fees. Investment Advisors charging more than 100 basis points in all-in investment fees must provide justification report with a regular quarterly report to the Community Foundation's Vice President of Finance and Investment Consultant.
- 4. Investment Policy Addendum:** The Investment Advisor will submit an Investment Policy Addendum proposal based on the Community Foundation's Investment Policy Statement. The investment proposal must include asset allocation guidelines and a portfolio rebalancing policy, in addition to defining the investment custodian and manager(s) and corresponding fees. The asset allocation must meet diversification requirements outlined in the Community Foundation's Investment Policy Statement. If the Investment Advisor wishes to deviate from the Community Foundation's Investment Policy Statement, an Addendum proposal may be made to the Community Foundation's Investment Committee. The investment proposal will be subject to the Community Foundation Investment Committee's approval, which has authority and discretion as to the investment of the assets. It is suggested the Investment Advisor work with the Community Foundation's Investment Consultant to complete the Addendum.
- 5. Reporting:** The Investment Advisor will provide the following reports within ten business days of month/quarter-end:
 - A monthly electronic account statement provided to the Community Foundation's Vice President of Finance and Investment Consultant; AND
 - A quarterly investment report submitted to the Community Foundation's Vice President of Finance and Investment Consultant listing time-weighted returns, net of fees, compared to the appropriate benchmarks as defined in the Investment Policy Statement and agreed upon addendum; AND
 - A quarterly calculation of all-in investment fees provided to the Community Foundation's Vice President of Finance and Investment Consultant.

- 6. Performance Review:** The Community Foundation's Vice President of Finance and Investment Consultant will monitor the investment portfolio on an ongoing basis. The Investment Advisor should be available to meet as requested by the Community Foundation's Vice President of Finance and Investment Consultant with the Investment Committee.
- 7. Other Review:** The Community Foundation's Vice President of Finance and Investment Consultant will conduct an immediate review with the Community Foundation's Investment Committee of the account upon a significant event, such as but not limited to:
- Change in Asset Allocation without the approval of the Investment Committee/Consultant
 - Change in Asset Strategy without the approval of the Investment Committee/Consultant
 - Change in Investment Advisor due to retirement, death, termination, etc.
 - Change in Investment Firm Ownership, Merger/Acquisition, etc.
 - Ongoing aggregate investment fees in excess of the maximum 100 basis points.

Investment Advisor or firm comes under client complaint that has been formally filed.

Such a review may result in the release of an Investment Advisor and the transfer of proceeds from the liquidation of the related account to the Community Foundation's long-term pool or other investment pool of the Foundation.

Getting Started

To establish a fund, donors and Investment Advisors are encouraged to contact the Community Foundation with the donor's intention, which will go before the Community Foundation's Investment Committee for review and approval. Upon approval, the funds will be held in a separate Signature Investment account outside of the long-term pool and other investment pools of the Community Foundation.

While an Investment Advisor may have an existing relationship with a Community Foundation donor(s) or prospective donor(s), all gifts and funds established at the Community Foundation are solely owned by the Foundation and subject to the Community Foundation's fiduciary responsibility. The relationship between the Community Foundation and Investment Advisor is not a joint venture or partnership, but an agreement for services. The donor(s) have recommended the Investment Advisor and may interact with the Investment Advisor. The Community Foundation has the right to amend the relationship or release the Investment Advisor at any time for any reason and without cause.

The Investment Advisor must sign Acknowledgement Receipt for the Community Foundation's Signature Investment Advisor Program to participate.

The undersigned _____ desires to act as Investment Advisor under the Quad Cities Community Foundation (“Community Foundation”) Signature Investment Program. It is understood as Investment Advisor I shall disclose all perceived or actual conflicts of interest, and all economic ties, commitments or familial relationships between and amongst the Community Foundation donor and the Investment Advisor so that the Community Foundation can determine if such conflicts would preclude me from acting as Investment Advisor. Immediate family members are prohibited from serving as Investment Advisors. In addition, it is understood Investment Advisors shall scrupulously avoid any conflict between their own respective individual interests and the interests of the Community Foundation in any and all actions taken by them on behalf of the Community Foundation.

Please check each circle

- As an Investment Advisor, I agree to maintain confidentiality regarding any information I might receive regarding donors, contributions and financial or investment activities of the Community Foundation.
- I acknowledge I have received a copy of the Community Foundation’s Investment Policy Statement.
- I further acknowledge I have received a copy and agree to adhere to the Community Foundation’s Signature Investment Program Guidelines and Administration including all reporting to the Community Foundation and the Community Foundation’s Investment Consultant. Any conflicts of Interests or other disclosures are set forth below:

Investment Advisor Name: _____

Investment Advisor Company: _____

Address, City, State and Zip: _____

Phone: _____

Signature: _____ Date: _____

Conflicts of Interests and Other Disclosures: _____

I. INVESTMENT MANAGEMENT

The _____ Portfolio will be managed and overseen by _____ of _____. _____ is responsible for providing all investment management requirements as directed in the Quad Cities Community Foundation (“Community Foundation”) Investment Policy Statement. The fees for this service are _____ and are subject to change upon notice from the Community Foundation.

II. INVESTMENT CUSTODIAN

The _____ Portfolio will be custodied with _____. _____ will be responsible for providing all custodial requirements as directed in the Community Foundation’s Investment Policy Statement. The fees for this service are _____ and are subject to change upon notice from the Community Foundation.

III. THIRD PARTY VENDOR

Neither the _____ Portfolio nor the Community Foundation will incur any fees associated with third party vendor consulting relationships with the _____. All third party consulting fees shall be absorbed by the Advisor.

IV. ASSET ALLOCATION

The stated target allocation and acceptable ranges for the _____ Portfolio are the following:

	Rebalance Lower		Rebalance Upper
Sub-Category Asset Allocation	Limit	Strategic	Limit
Us Equity	%	%	%
International Equity	%	%	%
Cash Equivalents	%	%	%
Us Fixed Income	%	%	%
International Fixed Income	%	%	%
Real Estate	%	%	%
Private Equity	%	%	%
Hedge Funds/Absolute Return	%	%	%
TOTAL	%	%	%

V. PORTFOLIO REBALANCING POLICY

The _____ Portfolio will be rebalanced in compliance with the rebalancing requirements as directed in the Community Foundation’s Investment Policy Statement.

VI. PERFORMANCE MEASUREMENT

The _____ Portfolio is expected to outperform its benchmark over a full market cycle. The performance benchmark used for this account is the following:

Index	Precent Weighting
S&P 500 Index	%
Russell 2000 Index	%
MSCI EAFE Index	%
MSCI Emerging Markets Index	%
Barclays Aggregate Index	%
Alerian MLP Index	%
NAREIT Index	%
	%
	%
	%