



**PROJECT SPECIFIC FUND AGREEMENT**

Attention: Dean Markwardt  
Executive Director

This agreement is made as of the \_\_\_\_\_xxx\_\_\_\_\_ day of \_\_\_\_\_xxxxxxx\_\_\_\_\_, 20xx by and between  
\_\_\_\_\_XXXXXX XXXXX\_\_\_\_\_ and the Marshfield Area Community Foundation for the purpose of  
establishing a Fund within the Marshfield Area Community Foundation. The Fund will be known as the  
\_\_\_\_\_XXXXXXXX XXX XXXX\_\_\_\_\_ Fund.

- If a legal entity exists, proper documentation is required (articles of incorporation, bylaws, tax-exempt ruling, etc.)
- If no legal entity exists, a written statement of purpose, individuals involved, those benefited and other pertinent information is required.

The Marshfield Area Community Foundation (MACF) will provide administrative services to charitable activities regardless of whether or not a legal entity exists.

Administrative services include:

- Receiving collected funds;
- Maintaining records and reporting quarterly to fund raisers;
- Carrying out correspondence with fundraisers, donors, vendors and others;
- Properly acknowledging donations of all sizes;
- Managing the funds by investing in short term, cash equivalent securities;
- With proper authorization, disbursing funds to vendors, etc. for the project.

Services are rendered on a project basis to be completed within schedule or reasonable time frame.

All fund raising projects must meet with MACF approval.

MACF will retain earnings from the fund as a fee for its services.

At the completion of the project, as determined by \_\_\_\_\_ and the MACF, all residual principal, subject to the policy of MACF concerning named funds, will be transferred to the \_\_\_\_\_ Fund with the MACF, or a new fund will be created. If the project cannot be completed for any reason, the MACF Board of Trustees will determine disposition of the fund.

The MACF Board of Trustees will approve all requests for project specific funds.

Accepted as of the date set forth above.

By: \_\_\_\_\_ Title \_\_\_\_\_

On behalf of \_\_\_\_\_

By: \_\_\_\_\_  
Dean Markwardt  
Executive Director

\_\_\_\_\_  
Alan L. Billings  
Internal Operations Committee Chair

On behalf of the Marshfield Area Community Foundation