



# HOW TO CREATE A FUND AT THE FOUNDATION OF GREATER MONTREAL

## STEP

### 01 CONTACT FGM



Speak with a Philanthropic Advisor at the Foundation of Greater Montréal to discuss your philanthropic vision and help identify the fund that best meets your needs.

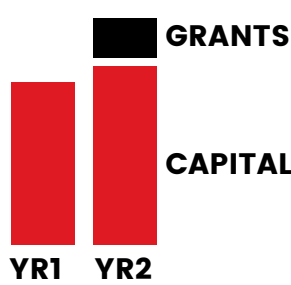
## STEP

### 02 SELECT YOUR FUND TYPE



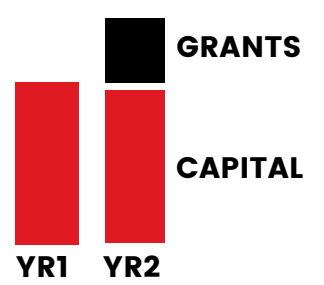
#### OPTION 1: ENDOWMENT FUND

Donations are invested and each year you distribute a set percentage of the fund's returns in the form of grants to charitable organizations.



#### OPTION 2: PHILANTHROPIC FUND

Donations are invested and each year you distribute up to 20% of the fund's capital in the form of grants to charitable organizations.



## STEP

### 03 SELECT YOUR FUND TERM



#### OPTION 1: ENDOWMENT FUND

Can be set for a term of 10 years to in perpetuity

#### OPTION 2: PHILANTHROPIC FUND

Can be set for a term of less than 1 year to in perpetuity

- Your fund term begins as of the date on which you reach a balance of \$10,000 in the fund (the minimum to create any new fund). The size of your fund is up to you and your philanthropic vision.
- Once a fund's term ends, the whole of the capital can be distributed in the form of charitable grants.
- The term and size of your fund will impact the fees you pay to FGM for your fund's financial management and administration; fees are charged monthly as a percentage of your fund's market value.
- Remember! You can also set up a fund as part of your estate plans, to be created upon your passing.

## STEP

### 04 SELECT YOUR BENEFICIARIES



#### OPTION 1: DESIGNATED

When you create your fund, you provide a list of charitable organizations to receive grants from your fund each year. You also indicate what percentage of your distribution allotment each organization should receive.

#### OPTION 2: AUTO-DESIGNATED

Are you creating a fund on behalf of a registered charitable organization? If so, you can select your organization as the automatic and sole beneficiary of any grants distributed from your fund.

#### OPTION 3: SECTORIAL OR UNRESTRICTED

Not sure which organizations you want to support? Let FGM know about the issues and areas you care about and each year we will distribute grants from your fund on your behalf to organizations having an impact in our community. You can also give FGM free license to distribute on your behalf, to help meet the urgent needs that they identify in Greater Montreal.

#### OPTION 4: DONOR ADVISED FUND

Each year, you advise FGM on which organizations should received grants from your fund, and in what amounts.



## STEP

# 05 SELECT WHO RECOMMENDS GRANTS (DONOR ADVISED FUNDS ONLY)

### OPTION 1: ONE PERSON OR ENTITY

Choices about the fund's distribution are made by one person or registered entity.

**IMPORTANT:** If you assume sole responsibility for your fund, please consider providing instructions for what should happen to the fund if you are no longer able to advise each year.

### OPTION 2: AN ADVISORY COMMITTEE

Choices about the fund's distribution are made by a group of individuals, as identified at the time of its creation. This group will work together each year to recommend where to allocate grants and in what amounts.



## STEP

# 06 FINALIZE YOUR FUND CONTRACT

Once you have decided on the characteristics of your fund, your contact at FGM will draft an agreement with all these details. Both you and FGM will sign the contract, which will officially create your fund.

## STEP

# 07 MAKE YOUR GIFT



After signing the agreement, you will transfer your chosen assets into your fund at FGM – and receive a tax receipt for their full value. Depending on the type of fund you choose and your financial capacity, you may wish to make ongoing contributions to your fund – or solicit gifts from your network – which can be done easily through our online giving site.

## STEP

# 08 ONGOING FUND MANAGEMENT



FGM will take care of all administration and financial management related to your fund. You can monitor your fund's balance via our online donor portal and can reach out to us any time you have questions.

If you've chosen a Donor Advised Fund, you'll be contacted each year by FGM requesting recommendations for your annual distribution.

As a member of our philanthropic community, you can expect to receive periodic updates from FGM with news related to our organization and the charitable sector, as well as quarterly fund performance reports.

We hope to have the opportunity to discuss with you how a partnership with FGM can help bring your philanthropic vision to life.

## CONTACT

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Foundation of Greater Montréal