



## FUND ADMINISTRATION FEE SCHEDULE

*The Greater Manhattan Community Foundation’s Board of Directors has established the following administrative fee schedule in order to support the Foundation’s general administration and programs. As a nonprofit organization, the Foundation seeks a balance between minimizing fee income and upholding responsible fiscal practices.*

*The Foundation also recognizes the relationship established between a donor and their personal advisor and encourages the maintenance of that relationship, should a donor desire, at the additional fee rate of the advisor.*

*Further information regarding use of Administrative Fees is available in the financial statements, printed each year in the Foundation’s Annual Report.*

**Annual Administrative Fee for Funds of the Foundation:** Funds held at the Greater Manhattan Community Foundation shall be assessed an annual fee based on the following schedule:

First	\$1,000,000	1.00%
Next	\$4,000,000	0.60%
Next	\$5,000,000	0.30%
Over	\$10,000,000	Negotiated

The fee will be assessed monthly (1/12<sup>th</sup> each month) based on the market value of the fund as of the last day of the previous month.

**Applicable Funds:** The annual administrative fee will apply to the following funds of the Foundation—endowed or expendable:

- |                      |                           |
|----------------------|---------------------------|
| • Agency Funds       | • Field of Interest Funds |
| • Designated Funds   | • Scholarship Funds       |
| • Donor Advised Fund | • Unrestricted Funds      |

**Donor Investment Advisor Administrative Fee:** Funds will also be assessed a fee by the investment advisor. This fee is in addition to the Annual Administration fee described above.

**Expendable or Pass-thru Fund Administrative Fee:** The Greater Manhattan Community Foundation will from time-to-time accept “pass-thru” funds in order to help donors achieve their philanthropic goals. These funds which promote or support the general charitable good of the community are established as a service of the Foundation. An additional administrative fee of 1% or \$10, whichever is greater, will be charged per distribution request (when distribution, or grant, checks are written from the fund) for expendable or pass-thru contributions. This fee is in addition to the Annual Administration Fee described above.

The Greater Manhattan Community Foundation reserves the right to amend this fee schedule. Further, the Foundation reserves the right to negotiate fees with donors in extraordinary circumstances.

*The Manhattan Community Foundation is a non-profit 501(c)(3) organization, EIN #48-1215574, incorporated in the State of Kansas.*

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