



Greater Lynchburg Community Foundation

1100 Commerce Street, Lynchburg, VA 24504 · (434) 845-6500 · Fax (434) 845-6530
www.lynchburgfoundation.org

Sample Direction Letter

Mr. William J. Bodine
President & CEO
Greater Lynchburg Community Foundation
1100 Commerce Street
Lynchburg, VA 24504

Dear Mr. Bodine:

By this letter, I wish to create a charitable fund within the Greater Lynchburg Community Foundation (“The Community Foundation” or “The Foundation”) to be known as the _____ Fund (the “Fund”). The Fund will support (describe one or more areas of charitable interest or purpose of the fund).

1. Spendable Income: Endowment income shall be available at least annually to the Board to support charitable purposes named above. Spendable income shall be determined each year on the basis of The Foundation’s spending policy for endowed fund.
2. Purpose: Spendable income shall be used to support the following designated charities and/or fields of charitable interest.
 - (List designated charities and/or fields of charitable interest including applicable percentages)
3. Gifts to the Fund: Gifts may be added to the _____ Fund at any time by any donor to assure the continuation and growth of the Fund.
4. Investments: The Foundation’s Board shall have full authority and discretion as to the investment of the assets of the Fund.

I understand and agree that all assets held in the _____ Fund shall be subject to acceptance by The Community Foundation and shall be administered by The Community Foundation subject to its “Amended and Restated Resolution and Declaration of Trust” including the power contained therein for the Board of Directors of The Community Foundation to modify any restrictions or conditions if in their sole judgment such restriction becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs served by The Community Foundation.

For its services, the Foundation shall be entitled to take and receive compensation in accordance with its published policy.

Sincerely,

John B. Donor

Greater Lynchburg Community Foundation

By: _____
William J. Bodine
President & CEO