

Grand Rapids Jaycees Foundation Policy

Revised 04/03/2008

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Introduction

This Policy consists of general rules of operation which experience has proven necessary for the prudent operation of the Foundation consistent with its traditions, philosophies and charitable purposes.

I. Administration

A. Annual Report

The Chairman of the Board of the Foundation shall be responsible for preparing and publishing to the Foundation's membership the Foundation's annual report of finances and activities not later than August 1 of each year. The Chairman of the Board shall provide each member with the copy of the annual report.

B. Plan of Action

At the annual Board of Trustees' planning session, the Foundation President shall be responsible for presenting the Board of Trustees approval the Foundation's Plan of Action for that fiscal year utilizing the Chairman's Planning Guide format. The President shall also prepare for Board of Trustees approval by April 1st the Foundation's final report of activities of that fiscal year also in the Chairman's Planning Guide format.

C. Donor History

The Foundation Board of Trustees shall maintain a permanent donor history of all donations to the Foundation.

II. Deviations/Amendments

A. Deviation

Any provision or provisions of this Policy may be deviated from only upon an affirmative vote of two-thirds of members of the Board of Trustees then in the office (whether or not in attendance) on specific issue of each Policy involved.

B. Amendments

Any provision or provisions of the Policy may be amended only upon an affirmative vote of two-thirds of the members of the Board of Trustees in office (whether or not in attendance) provided written notice of the meeting at which such proposed amendment (together with the text of such amendment) shall be considered has been mailed to each member of the Board of Trustees at least one week prior to such a meeting.

C. Board of Trustees Meeting Dates

Board of Trustees meeting times and dates shall be determined by the trustees at the beginning of the fiscal year.

III. Foundation Finances

A. Accounts

All funds received by the Foundation shall be immediately deposited in an appropriate account to be withdrawn only at the direction of the Board of Trustees. Withdrawals (not including transfers between Foundation accounts) shall require co-signatures of individuals approved by the Board of Trustees.

Checks in the amount of \$1000.00, or greater shall require two-signatures.

B. Dishonesty Policy

The Board of Trustees shall at least annually review the status and level of Dishonesty bonds covering Foundation and Chapter officers.

C. Investments

All Foundation funds shall be maintained in common accounts or investments as directed from time to time by the Board of Trustees unless the Board of Trustees specifically authorizes separate accounts and/or investments. The Board of Trustees shall appoint and investment review committee who shall annually review all Foundation investments.

D. Specific Purpose Funds

All donations to the Foundation, which are accepted by the Board of Trustees for specific purposes or special funds, shall be separately maintained on all Foundation financial records and reports regardless of whether such are in separate accounts or investments. The Board of Trustees may charge fees for maintaining these specific purpose fund equal to the income generated by them.

E. Reserve Fund Policy

The Foundation shall maintain a Reserve Fund under the following guidelines.

1. **Purpose.** The purpose of the Reserve Fund shall to be to provide a financial reserve for large capital expenditures and substantial, non-recurring expenses related to the operations of the Foundation and its projects. By way of example, but not limitation, potential Reserve Fund expenditures could include:
 - A. Construction of a facility for storage of Foundation assets related to the operations of Foundation projects.
 - B. Seed money to cover expenses related to the launching of a new Foundation project before that project begins generating revenue (substantial, non-recurring expenses).
2. **Size.** At the time of the adoption of this Policy, the balance of the Reserve Fund shall be set at \$500,000. Whenever the balance of the Reserve Fund shall fall below \$500,000 due to expenditures from the Fund under Paragraph 4 below, contributions to the Reserve Fund shall be made as outlined in Paragraph 3 below until such time as the Reserve Fund balance returns to \$500,000.
3. **Contributions.** Whenever the Reserve Fund balance shall be less than \$500,000, the Foundation shall make an annual contribution to the Reserve Fund. The contribution shall be reflected on the Foundation's year-end financial statements. The amount of the contribution shall be the lesser of (1) the amount necessary to bring the Reserve Fund balance to \$500,000 or (2) 25% of the Net Operating Profit of the Foundation that year (exclusive of investment income or gains and rounded to the nearest \$5,000). For purposes of this Policy, "Net Operating Profit" shall be the total revenues of the Foundation less the total expenses; however, revenues shall not include interest income on any account nor investment income or gains and expenses shall not include grants made by the Foundation and investment losses.

4. **Expenditures.** Expenditures from the Reserve Fund shall be made only with the approval of two-thirds of the voting members of the Foundation's Board of Trustees. Although the Board of Trustees may approve lesser amounts, it is anticipated that expenditures from the Reserve Fund would typically be in excess of \$100,000. Furthermore, no expenditure from the Reserve Fund shall be made if it would reduce the balance of the Reserve Fund below \$250,000.
5. **Investment and Accounting of Reserve Fund.** The Reserve Fund shall be commingled with the Foundation's other financial assets and need not be held in a separate account. However, the Foundation's financial statements shall include a separate line item for the Reserve Fund and designate its balance. Investment income on the Reserve Fund, along with any investment gain or loss (realized or unrealized), shall be accounted for as part of the Foundation's general (unrestricted) funds (i.e., the balance of the Reserve Fund shall change only due to contributions made under Paragraph 3 above or expenditures made under Paragraph 4 above).
6. The Foundation shall each year make a minimum contribution to the Endowment Fund of 25% of the Net Operating Profit of the Foundation (as defined in Paragraph 3 above) less any amount paid that year to replenish the Reserve Fund under Paragraph 3 above.

F. Check Requests

Completed Check requests shall be delivered to the Foundation Treasurer within 90 days of the date of the receipt with any and all receipts attached. Any check request submitted by an account signatory shall be approved by the Chairman of the Board prior to being processed.

IV. Donations and Fundraising

A. General Funds

Donations to the Foundation for its general funds may be accepted by the President or Treasurer without prior approval of the Board of Trustees except for donations from categories of donor designated by the Board of Trustees from time to time. At each Board of Trustees meeting, the Treasurer shall report on the status of all donations received and/or pledged, and the purpose of such donation. All donations shall be deemed accepted by the Foundation unless the Board of Trustees then determines to reject or place conditions on such donation. A record of all such donations shall become a permanent part of the minutes.

For purposes of determining donor status, only dues not paid by the Grand Rapids Jaycees and unrestricted donations shall be considered (except donation to specified restricted funds of the Foundation which restrictions allow substantial Board of Trustees discretion in the application of the funds shall be considered unrestricted donations for this purpose).

B. Acknowledgement of Donations

All donations received by the Foundation shall be acknowledged by an appropriate letter from the President, or their appointee.

C. Fundraising

Except upon approval by the Board of Trustees, no individual or entity shall be authorized to actively solicit any pledge, donation or contribution of any kind on behalf of the Foundation.

D. Specific Purpose

Donations to the Foundation for a specific purpose shall be accepted only upon a prior authorizing majority vote of the Board of Trustees. Any Board of Trustees resolution authorizing the acceptance of donations for specific purposes shall consider whether a time limit on such acceptances is appropriate and include a formal contact entered into with the donors and/or others regarding the use of those funds.

E. Classes of Donors

Donors to the foundation shall be classified, with each class to be entitled to such rights and privileges as established from time to time by the Board of Trustees, as follows:

1. Sponsor – for any donation in an amount of \$25.00 to \$99.00
2. Patron – for any five year aggregate donations totaling \$100.00 to \$249.00
3. Sustaining – for any five year aggregate donations totaling \$250.00 to \$499.99
4. Benefactor – for any ten-year aggregate donation totaling \$1000.00 or more
5. Other – for any special donations in excess of an amount determined by the Board of Trustees (but not less than twice the donation required by the Benefactor donor status) with the Board of Trustees to designate such other donor status.

F. Definition of Donor for Election Purposes

For purposes of the by-laws provision that donors to the Foundation are entitled to vote in Foundation elections, a donor is defined as any person who makes an unrestricted cash donation of \$25 or more to the Foundation's General Fund or Endowment Fund, or who makes an unrestricted in-kind donation with a fair market value of \$25 or more for the Foundation's general use. Donations to a specific Foundation project or restricted fund (other than the Endowment Fund) does not qualify as a donation for purposes of being entitled to vote in Foundation Elections. A person's status as a donor for a particular election shall be determined based upon donations made in the period of October 1 to September 30 preceding each election (e.g., to be eligible to vote in the 2004 elections, donations made between October 1, 2003, and September 30, 2004, shall be considered).

G. Event Receipts

The event chairperson and treasurer shall have joint authority for the handling and reporting of funds received. Either the chairperson or treasurer may delegate their tasks to another member. However, the chairperson and treasurer retain co-responsibility of ensuring the funds raised are accounted for and deposited into the appropriate account(s). All cash funds are to be deposited within 72 hours of receipt; checks no later than 7 business days of receipt.

V. Grants

A. Grant Guidelines.

The Grand Rapids Jaycees Foundation needs to maintain a flexible attitude in its grant making guidelines in order to better effectuate its purpose as set forth in its Articles of Incorporation. However, this flexibility must be maintained within the bounds of interest areas to the Trustees and to the Foundation members to ensure a consistent approach to achieving those purposes. The following guidelines shall be used in determining the granting of any grant request:

1. Grants shall be awarded to qualified 501(c)(3) tax-exempt organizations or to other nonprofit organizations, which will utilize the grant proceeds for generally recognized charitable purposes consistent with the Foundation's tax-exempt status.
2. Grants shall be awarded to organizations in Western Michigan with the predominate use of grant proceeds to be within Western Michigan. The Foundation may make exceptions *only* for the Grand Rapids Jaycees who may undertake programs benefiting people outside of Western Michigan.
3. Grants shall be made for charitable 501(c)(3) purposes allowed by the Internal Revenue Code. The Foundation will look most favorably upon projects that impact children and youth. The Foundation will also look most favorably upon projects that impact the greatest number of people, consistent with Jaycees' philosophy. The Foundation will be more likely to consider projects which are capital in nature (bricks and mortar, equipment) and/or that serve to improve the efficiency and productivity (technology) of nonprofits.
4. The Foundation will also make grant requests for Special Projects in conjunction with the Grand Rapids Jaycees – in recognition of our special relationship. These programs or projects must meet the tax-exempt definition of charitable purpose.
5. The Foundation will not rule out, but does not generally consider the following to have high priority in granting decisions:
 - a. Contingency funds or, operational funds
 - b. The Foundation will not make grants for religious or political purposes, or direct use by individuals.
 - c. The Foundation is not likely to fund an organization year after year, except in rare circumstances, and considers once in three years to be reasonable.

B. Grant Monitoring

Every approved grant request shall include a mechanism by which the Foundation will be reasonably informed of the appropriate use of the grant proceeds. It is the duties of the foundation to follow up and ensure that the proceeds are utilized properly. To insure the receipt of accurate reporting, the grant proceeds payment may be conditioned upon satisfactory proof of the appropriate expenditure of funds equal to at least the grant proceeds paid. To insure the proper recognition for and use of funds each organization accepting these funds shall:

As a recipient of fund granted, the Grand Rapids Jaycees Foundation will request the following provisions from the organization(s) accepting these funds:

- 1) The Grand Rapids Jaycees Foundation name will be included in any internal and/or external advertising or public relations as a financial sponsor of the project benefiting from tournament/foundation funds.
- 2) A Grant outcome form must be completed and returned within three (3) months after receipt of funds. If the partner organization's project(s) are not completed by this date, a preliminary report will still be required. If an outcome report or interim outcome report is not received, the organization will not be considered for any future grants.
- 3) If for any reason, the project(s) are cancelled, the amount of the funding by the Title Sponsor / Grand Rapid Jaycees Foundation will be immediately returned to the Foundation.

C. Grant Application Process

6. The Grants Committee shall consist of the following:
 - Grants Administrator;
 - President of the Foundation;
 - Community Vice-President of the Chapter
 - Two (2) general members of the organization (Life Member, Member of the Foundation, or member of the Grand Rapids Jaycees Chapter)
7. The Grant Committee shall then solicit grant applications from the community. Utilizing the guidelines set forth by those policies, the Grant Committee shall recommend qualifying organizations' requests in order of preference to the Foundation. The Foundation Board of Trustees must approve the recommendation by a 2/3 vote.

D. Grand Rapids Jaycees

Because of the Foundation's relationship and familiarity with the Grand Rapids Jaycees and its activities, grant requests from that organization may be considered outside of the Foundation's normal grant process however such grants may be approved only by an affirmative vote of two-thirds of the members of the Foundation Board of Trustees then in office (whether or not then in attendance). The Grand Rapids Jaycees shall verify the appropriate use of the grant proceeds by submitting to the Foundation president a completed Chairman's Planning Guide, which has received approval of the Grand Rapids Jaycees Board of Directors. All granted funds approved shall be announced at the following Grand Rapids Jaycee General Membership meeting, and a press release submitted, by the Membership Liaison, or another appointee of the Foundation President.

E. Grand Rapids Jaycees and other Organizations

The Foundation shall make no grant to the Grand Rapids Jaycees for a project, which provides anything of value to a third-party organization, unless the following conditions are met:

1. A Chairman's Planning Guide (CPG) has been approved which specifically states the goals of the project, what commitments are being made by the Chapter to the third-party organization, and what conditions, if any, are imposed to obligate the Chapter's performance.
2. A copy of the CPG shall be delivered to both the Foundation and the third-party organization.
3. No revisions to the CPG, which affect the obligations of any of the parties, shall be made without written acceptance of those changes by all the parties.
4. An agreement shall be signed by the Foundation, Chapter and third-party organization which specifically sets forth the following terms:
 - a. The obligations, and any conditions, of the Chapter;
 - b. The obligations, and any conditions, of the third-party organization;
 - c. The provisions from the minutes of the Foundation reflecting the approval of the grant and the conditions thereof;
 - d. The third-party organization acknowledges that no member of the Jaycees or the Foundation may obligate the Jaycees or the Foundation to anything not contained in the agreement, grant approval, and the approved CPG.

This policy shall not apply to grants, which only reimburse the Chapter for expenses incurred in carrying out a project of the Jaycees.

F. Other Organizations

The Foundation will consider requests to organizations without a 501(c)(3) designation in rare instances. These grant applicants must fill out a Jaycees Chairman's Planning Guide to verify that the purposes for the grant are charitable. Further, a completed Chairman's Planning Guide MUST be submitted after the project is completed with receipts attached as substantiation. Such a grant may be approved ONLY by an affirmative vote of two-thirds of the members of the Foundation board of Trustees.

G. Grant Outcome Report

This form must be completed prior to applying for another grant. If the project or projects are in process, you must submit an interim outcome report to assess progress and usage of funds. The Grand Rapids Jaycees Foundation must receive this information within three (3) months of receipt of funds.

The Grant Outcome Report Form shall be found at the end of this document.

VI. Project Operations Policy.

- A. Purpose. The purpose of the policy is to establish guidelines for the operations of projects other than the golf Tournament, especially with respect to those run in conjunction with the Grand Rapids Jaycees. This Policy is designed to ensure compliance with the Internal Revenue Code and to detail the responsibilities of each entity or individual involved.
- B. Types of Projects. The following types of projects are covered by this Policy:
1. Approved Jaycee Projects: These are projects run by and in the name of the Grand Rapids Jaycees ("the Chapter"), but for which the Foundation has granted its permission to the Chapter to solicit donations in the Foundation's name.
 2. Joint Projects: These are projects that are jointly run by and in the name of both the Foundation and the Chapter.
 3. Jaycee Managed Foundation Projects: These are projects run in the name of, and for the benefit of, the Foundation, but for which the Chapter will run the operations of the project.
 4. Foundation Projects: These are projects run by and in the name of the Foundation.
- C. Charitable Purposes. In all cases, any Approved Jaycee Project or Joint Project must be run for the benefit of the Foundation, another IRC § 501(c)(3) organization, or for a charitable purpose as defined under the Internal Revenue Code. No such project shall be approved by the Foundation if it will benefit a person or entity under circumstances in which the Foundation would be precluded by law from making a grant to that person or entity.
- D. Receipt of Donations. The following procedures apply to all four types of projects unless otherwise indicated.
1. All checks should be made out to the Grand Rapids Jaycees Foundation.
 2. All contributions shall be receipted by means a standard Foundation receipt letter.

3. The issuance of the receipt letter and a "Thank You" letter shall, in the case of an Approved Jaycee Project or a Joint Project, be the responsibility of the Project Chair. These letters shall be issued within 30 days of the receipt of the donation and a copy shall be supplied to the Foundation Development Director (or, if the position of Development Director is vacant, to the Foundation Treasurer).
 4. In the case of Jaycee Managed Foundation Projects and Foundation Projects, the Foundation Treasurer shall be responsible for the issuance of receipt and thank you letters.
 5. Unless otherwise provided, the proceeds of any project, which inures to the benefit of the Foundation, shall be deposited into the Foundation's General Fund.
- E. Payment of Expenses.
1. The Chapter shall be responsible for the payment of all expenses related to Approved Jaycee Projects. The Foundation will reimburse the Chapter for allowable expenses up to the amount of donations received by the Foundation which were designated to the benefit of the project
 2. In cases of Joint Projects and Jaycee Managed Foundation Projects, it shall be determined in advance whether the Chapter or the Foundation shall be responsible for the payment of expenses. The Foundation may reimburse the Chapter for reasonable expenses incurred and paid by the Chapter in running such projects.
- F. Project Approval.
1. In cases of Approved Jaycee Projects, Joint Projects and Jaycee Managed Foundation Projects, the Chapter shall submit an Initial CPG before the project begins and a Final CPG after the completion of the project. The Foundation's approval of the Initial CPG shall be the grant of permission to proceed and the Foundation's approval of the Final CPG shall be its acceptance of the completion of the project in all respects.
 2. Foundation Policy shall be deemed to be terms included in all projects. If there is any provision in a CPG, which is inconsistent with Foundation Policy, Foundation Policy shall control unless the Foundation Board shall, by separate vote, override Policy. A vote to approve a CPG shall not be construed as a vote to override Policy.
- G. Disbursement of project proceeds to other organizations.
1. No proceeds from any project shall be disbursed to any other organization unless the Foundation shall have on file that organization's IRC § 501(c)(3) Determination Letter.
 2. The Foundation may require the submission of a formal Grant Application on behalf of the third-party organization, which is to receive proceeds from a project.
- H. Restricted Donations.
1. Unless a donor indicates intent to make a restricted donation, all donations to the Foundation, including those received as the result of a specific project, shall be treated as general contributions to the Foundation and need not be expended solely to the benefit of a particular project.

2. If one or more donors make a donation restricted to the benefit of a particular project, those donations shall be accepted and put to use only for the benefit of that project. In the event that the amount of such restricted donations shall exceed the amount needed by a project, the excess amount shall either be held by the Foundation in a restricted fund for the next time that the project shall be conducted or refunded to the donors (unless the donor indicates a willingness to remove the restriction on the donation).
3. If the Foundation makes a grant to the Chapter for an Approved Jaycee Project, in addition to granting approval to solicit in the Foundation's name, such grant shall be deemed either "inclusive of donations" or "exclusive of donations".
 - a. If a grant is deemed "exclusive of donations," the amount paid by the Foundation under the grant to the Chapter the lesser of (1) the amount granted and (2) the amount of the project's approved expenses less the amount of donations made to the project (this grant is designed to be in addition to any donations received for the project, but with any excess monies being returned to the Foundation);
 - b. If a grant is deemed "inclusive of donations," the amount paid by the Foundation under the grant to the Chapter the lesser of (1) the amount granted less the amount of donations made to the project and (2) the amount of the project's approved expenses less the amount of donations made to the project (this grant is designed to ensure that a minimum amount be committed to the project, with the grant guaranteeing the difference between that minimum amount and the amount of donations received);
 - c. If the type of grant is unstated in the motion approving the grant, it shall be deemed to be made "exclusive of donations."

[Example 1: The Foundation makes a \$2,000 grant to the Chapter for an Approved Jaycee Project. The project incurs expenses of \$2,500 and received \$1,300 in donations. If the grant is deemed "inclusive of donations," the Foundation would pay the Chapter \$700 under the grant (the \$2,000 grant less \$1,300 in donations). If the grant is deemed "exclusive of donations" the Foundation would pay the Chapter \$1,200 (\$2,500 in expenses less \$1,300 in donations) under the grant.

Example 2: The Foundation makes a \$2,000 grant to the Chapter for an Approved Jaycee Project. The project incurs expenses of \$3,500 and received \$1,300 in donations. If the grant is deemed "inclusive of donations," the Foundation would pay the Chapter \$700 under the grant (the \$2,000 grant less \$1,300 in donations). If the grant is deemed "exclusive of donations" the Foundation would pay the Chapter \$2,000 (the \$3,500 in expenses less \$1,300 in donations equals \$2,200, which exceeds the amount of the grant, so only the grant amount is paid) under the grant.]

I. Management Fees.

With respect to Joint Projects and Jaycee Managed Foundation Projects, the Foundation may pay the Chapter a reasonable Management Fee for the Chapter's operation of the project. The Management Fee shall not exceed an amount for which the Foundation would pay an unrelated entity in an arm's length transaction for similar services.

J. Use of Foundation Letterhead.

1. Foundation Letterhead shall be used to receipt all donations to the Foundation.

2. Foundation Letterhead may not be used in conjunction with Approved Jaycee Projects other than for the receipting of donations to the Foundation made in connection with that project.
 3. The Chapter shall not use Foundation Letterhead in conjunction with any Joint Project or Jaycee Managed Foundation Project unless the Foundation President, Supervising Trustee, or the Development Director approves each specific use in advance.
- K. Supervising Trustee. For each Joint Project, Jaycee Managed Foundation Project and Foundation Project, there shall be a Supervising Trustee appointed by the President. The Supervising Trustee shall be responsible for ensuring compliance with this Policy and for keeping the Foundation President and Board informed of the project's progress.

VII. Building Policies.

The Operating Expenses, including utilities and maintenance, of the building shall be paid 65% by the Foundation and 35% by the Chapter.

VI. Written Contracts.

To be effective any written contract must be signed by the President of the Foundation.

X. Investment Policy

Mission

The Grand Rapids Jaycees Foundation (GRJCF) is a 501(c)(3) philanthropic organization representing the premier starting point for leadership and leadership training in the Grand Rapids community. We give money to well lead projects in the community that support families and kids.

The GRJCF is committed to preserving assets for future generations through an endowment. The fundamental purpose of an endowment is to provide greater independence, increased financial stability and the means to create a margin of excellence. Trustees of the GRJCF act as guardians of the future recognizing that financial stability facilitates long-term planning, increases the ability to shape the future, and enlarges the scope of charitable activities. The Trustees are responsible to their donors to preserve the purchasing power of the assets being held in trust.

Purpose

This investment policy prescribes the investment philosophy, long-term investment goals and management procedures the GRJCF uses in managing its endowed funds. In addition, this policy statement prescribes the standards that will be utilized by the Grand Rapids Jaycees Foundation Investment Committee in monitoring investment progress on a continuing basis. This policy statement is a key resource to ensure that *donors and potential donors understand* how our endowment is managed.

Objectives

The primary investment objective for the endowed funds is to achieve a rate of return that facilitates a spending policy of 4%, including expenses of the GRJCF. Achieving this objective over the long run requires a substantial commitment to inherently risky equity assets.

The GRJCF attempts to minimize the risk through diversification using Modern Portfolio Theory. The risk/return tradeoff after expenses must be evaluated very critically when choosing investment managers.

The objectives shall be accomplished utilizing a strategy of fixed income, equities and cash equivalents in a mix, which is conducive to participation in rising markets, while allowing for capital protection in falling markets. The Board of Directors reserves the right to evaluate and make any necessary inquiries, changes, and reallocation of assets.

The following performance objectives shall be measured over a moving 5-year period. The investment manager shall provide this data in the regular annual report.

- A. The total return of the endowment fund shall exceed the rate of inflation, as measured by the Consumer Price Index, by at least 3 percentage points annually. It should be noted that when inflation is very high this objective would be difficult to achieve.
- B. The total return of the endowment fund shall be compared to a benchmark index composed of:
 - o 70% of the Standard & Poor's 500 Stock Index (total return),
 - o 25% of the Lehman Brothers Intermediate Government/Corporate Bond Index and
 - o 5% of the 90-Treasury Bill rate.

Asset Allocation

The asset allocation shall be monitored on a quarterly basis and reviewed annually. The asset allocation for the Funds should reflect the following structure:

Type of Security	Range		Normal
Equities	60-85%	75%	
Fixed Income	20-40%	20%	
Cash & Equivalent	0-15%		5%

The investment manager of is expected to maintain the Funds' asset mix within the aforementioned ranges. In the event of severe economic or market conditions, which would negatively impact the fund's investments, the investment manager may deviate from the stated asset structure upon notifying the Grand Rapids Jaycees Foundation Investment Committee.

Other Investment Manager Guidelines

The guidelines stated below further define the role of the Investment Manager:

- o The investment manager shall have full investment discretion with regard to making asset allocation decisions and security selection, consistent with this Investment Policy Statement.
- o For diversification purposes, the equity portion should have in excess of 18-20 positions at all times.
- o The investment manager will be expected to report to the Board of Directors at least quarterly, and meet at least annually.
- o The investment manager shall handle the voting of proxies and tendering of shares in a manner consistent with the endowment funds' policies, statutory requirements and this Investment Policy Statement.

Investment Manager Restrictions – Unless prior written approval is obtained from the Board of Directors

- o There shall be no short selling, securities lending, and option trading or investing in financial futures.
- o There shall be no investments in non-marketable securities. No position in any one issuer shall exceed 10% of the total portfolio at market value, with the exception of securities issued by the U.S. Government and its agencies.
- o Sensitivity to socially conscientious issues, as well as other concerns of the Board, will be adhered to.
- o The bond portfolio must have a weighted average credit quality rating Aa/AA or better by both Moody's and Standard & Poor's rating services; however, no specific issue shall be rated below investment grade (Baa/BBB).

Investment Portfolio Review

The investment performance will be monitored on an annual basis.

Grant Outcome Report

This form must be completed prior to applying for another grant. If the project or projects are in process, you must submit an interim outcome report to assess progress and usage of funds. The Grand Rapids Jaycees Foundation must receive this information within three (3) months of receipt of funds.

Name of Organization:

Contact Person:

Phone Number:

Name/Description of project(s) that utilized funds:

- 1) Please state the objectives of the project (s) and if the project(s) objectives were met.
- 2) What was the timeframe of the project(s), and was the timeframe met or is it on track to be met?
- 3) How did you measure the results of the project(s)?
- 4) How many people were served by the project(s)?
- 5) Did the cost exceed the projected costs? If yes, please explain.
- 6) How did your organization promote the Grand Rapids Jaycees Foundation?
 - (a) Internally
 - (b) Externally
- 7) Provide any additional information that will support your use of the funds received through the Grand Rapids Jaycees Foundation including detailed expenses and variances.
- 8) Please include photos, names, quotes of those involved, responses from your constituency or the populations you serve, etc.
- 9) What is the future plan of the project(s) utilizing the funds provided by the Grand Rapids Jaycees Foundation?
- 10) Are you planning to request additional funds from the Grand Rapids Jaycees Foundation? If yes, please provide a brief description of the proposed usage of additional funds.

Signature Executive Director

Print Executive Director

Mail completed form to: Grand Rapids Jaycees Foundation
Attn: Grants Administrator
2774 Birchcrest SE
Grand Rapids, MI 49504