MEMORANDUM OF UNDERSTANDING

 This Memorandum is made this \_\_\_\_ day of \_\_\_\_\_, 2024 by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as “the donor”) to the Topeka Community Foundation, Topeka, Kansas (hereinafter referred to as “Foundation”).

 WHEREAS, the Donor has designated the Foundation as the recipient of part of their estate and the Donor wishes to direct and advise as to the distribution of this gift and other future gifts.

 WHEREAS, the Donor understands that all gifts made to the Foundation will be subject to the Bylaws, policies and procedures of the Foundation; and

 WHEREAS, the Foundation has represented to the Donor that it will manage the gifts made by the Donor and make distributions of this gift in accordance with this Memorandum, subject to the Bylaws, policies and procedures of the Foundation,

 NOW, THEREFORE, the Foundation represents that it has received this Memorandum, and that it will make distributions as provided herein and in accordance with Donors’ directions, which are stated as follows:

1. Endowment of Gift(s): The gift(s) from the Donor to the Foundation shall be used to establish the “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fund.” The Donors stipulate that the gifts to the Foundation be endowed, and that the Foundation shall retain and invest all gifts from the Donor and only distribute annually from the Fund according the Foundation’s spending policy.
2. Distributions: The distributions from the fund as determined by the Foundation’s spending policy shall be granted from time to time but at least annually as provided below:
3. Distribution to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: \_\_\_\_\_\_\_\_\_\_\_\_\_ percent (\_\_\_\_\_%) of the annual distribution amount shall be distributed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Topeka, KS. The Donor directs that the distribution be used to support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Distribution to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: \_\_\_\_\_\_\_\_\_\_\_\_\_ percent (\_\_\_\_\_%) of the annual distribution amount shall be distributed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Topeka, KS. The Donor directs that the distribution be used to support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. Publications. The Donor agrees to be listed in the publications of the Foundation at the discretion of the Foundation. All distributions made by the Foundation shall be given in the name of “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”
6. Variance Power. The Donor recognizes and acknowledges that this is a request to establish a Memorandum of Understanding, and that pursuant to the ByLaws of the Foundation, the Board of Directors may periodically evaluate the Funds, and if it is determined that continued payment for the specified charitable purpose has become unnecessary, obsolete, incapable of fulfillment, impractical or contrary to compliance requirements for the Foundation to retain its tax exempts status, the Board has the discretion to alter the distribution of the Funds. The Donor acknowledges the authority of the Board of Directors to alter distribution, but requests that to the maximum extent possible the purposes stated in this Memorandum be followed.

The parties have signed this Memorandum the day and year first above written.

 DONOR

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name

 TOPEKA COMMUNITY FOUNDATION

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 Marsha Pope

 President