



ADVISOR MANAGED FUNDS

getting started

1 Client opens the charitable fund with ECCF

Contact ECCF with a request to open a charitable fund for your client. We will work with you and/or with your client to determine which fund type is best to achieve their charitable giving goals.

Your client will need to **complete, sign, and return the ECCF Fund Agreement Form**. Ensure they check the box to 'recommend preferred investment advisor' in the Investment Option section. Our Director of Gift Planning & Advisor Relations will help the client complete the agreement and to answer questions throughout the process.

Allow ECCF 2 business days to set up the fund. ECCF staff will notify you and the client when the fund has been established and will officially welcome the client into the ECCF community.

2 Set up the investment account with ECCF

After ECCF receives a signed Fund Agreement, the Director of Gift Planning & Advisor Relations at ECCF will contact you. They will work with your operations team to complete the investment account paperwork so you can manage the charitable fund's assets on your platform.

To ensure your clients' contributions are tax deductible, the owner of the account will be Essex County Community Foundation with the name of the client's charitable fund.

3 Contribute to the charitable fund

Once the charitable fund is established and the investment account is created, **an initial gift can be made** into the fund. You can work with your client to transfer any assets between their personal accounts and the charitable fund. We simply ask that you notify us when you initiate a transfer.

ECCF can accept a variety of assets, most easily cash and securities. All complex assets such as real estate or closely held stocks will need to be reviewed and approved by ECCF's Finance Committee and Board of Trustees prior to establishing fund. Please inform ECCF if the client is interested in gifting complex assets.

4 Your client recommend grants

We will send your client login information to the online Fund Advisor Portal. Here they will have 24/7 access to recommend grants and track the fund's charitable activity. ECCF's Donor Services Team will soon be in touch with your client to advise them on how ECCF can help make the most out of their charitable giving.