



## **MINISTRY CHARITY FUNDS AT CAPSTONE LEGACY FOUNDATION**

### **Description of Services**

Multiple donors interested in the same charitable cause or organization may leverage their combined resources through a Ministry Charity Project (MCP). Capstone, as a tax-exempt 501(c)(3) nonprofit, will handle all back-office administrative responsibility for the project. Distributions will be made to the designated cause or organization and donors will receive a tax deduction for their generosity.

### **Benefits:**

- Immediate Capacity - professional services for 501(c)(3) & back office support (accounting, payroll/HR, Insurance, vendor payment, cash management, etc.)
- Access to nationwide fund raising – Capstone is registered in all 50 States
- Freedom to focus on programming and fund-raising not administrative tasks
- Compliance Management, 990's, audits, etc.
- Economies of Scale - collective savings on services
- Retain ministry/organization's name - administered by Capstone Legacy Foundation
- Flexibility - incubation to your own 501(c)(3) or Permanent MCP w/ Capstone
- Facility for anonymous giving by donors
- Donor view - online access to your account information
- Capstone will use reasonable commercial efforts to keep your personal information regarding your ministry charity project in the strictest confidence and to release such information to others only with your prior approval

### **Requirements:**

- A clear, specific purpose approved by the Board of Directors ongoing charitable, religious, and educational activity
- Minimum initial contribution of \$10,000
- Minimum cash balance of \$1,000 must be maintained
- Approved project manager with three letters of reference
- An approved annual budget
- A group of committed donors
- Approved fundraising methods, materials, and special events
- May have administrative employees, contract for services or grant distributions
- Liability insurance may be required
- Any legal or other direct project expenses incurred will be charged directly to the MCP
- Closing fee will be reserved from available balances
- Projects retaining \$25,000 or greater may select and retain an investment advisor who receives approval from Capstone or may select an approved investment pool that is developed, approved, and monitored by Capstone.

## MINISTRY CHARITY PROJECT AGREEMENT

### Part I CONTACT INFORMATION

PROJECT NAME <i>(print)</i> _____		
PROJECT MANAGER _____		
ADDRESS _____		
CITY _____	STATE _____	ZIP _____
CELL PHONE _____	WORK PHONE _____	
EMAIL _____	FAX NUMBER _____	

### Part II MISSION AND GOALS *(Please complete attached Schedule A)*

### Part III FUNDING METHODS

INITIAL CASH FUNDING \$ _____ <i>(please include)</i>
OTHER FUNDING METHODS <i>(Please indicate fundraising efforts that may be used.)</i>
<input type="checkbox"/> Mail, newsletter <input type="checkbox"/> Professional fundraiser <input type="checkbox"/> Media: TV, radio, DVD <input type="checkbox"/> Golf tournaments, banquets, walk-a-thons <input type="checkbox"/> Verbal communication <input type="checkbox"/> Other <i>(to be discussed)</i>

### Part IV BUDGET *(Please complete attached Schedule B)*

### Part V REFERENCE AND EXPERIENCE

<p>1) Please indicate how you heard about Capstone Legacy Foundation, Inc., and the Ministry Charity Project.</p> <p>_____</p> <p>2) Attach a paragraph explaining your work and/or ministry experience.</p> <p>3) Attach three reference letters from non-related parties.</p>
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# MINISTRY CHARITY PROJECT AGREEMENT

## AGREEMENT AND ACKNOWLEDGEMENT

By completing and signing this agreement, I am applying as the Project Manager of a Ministry Charity Project in Capstone Legacy Foundation, Inc. and its affiliates (Capstone). I will abide by the policies and conditions set forth by Capstone and manage the Ministry Charity Project in compliance with the regulations of the Internal Revenue Code. I have read the Capstone Statement of Faith and am in full agreement. I agree not to propagate any other doctrines or practices while serving. I acknowledge receipt of the current Pricing Schedule. I understand that in order for contributions to qualify as an income tax deduction, all gifts are irrevocable, and the ownership and custody of the donated funds and property will be fully relinquished to Capstone. I understand that the ultimate decisions and control relative to the Ministry Charity Project are the responsibility of the Board of Directors of Capstone. I agree that this document and any others relating to this agreement, whether original, faxed, or electronic, will be deemed original.

### APPLICANT/PROJECT MANAGER

\_\_\_\_\_  
*(Please print name)*

\_\_\_\_\_  
Signature Date

### Acknowledged and Accepted:

**CAPSTONE LEGACY FOUNDATION, INC.**

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Capstone Legacy Foundation Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# MINISTRY CHARITY PROJECT AGREEMENT

## Capstone Statement of Purpose

### MISSION

Capstone is a community foundation whose mission is to empower givers to increase generosity by planning strategically and establishing legacies to fund ministries.

### VISION

The Community one in Christ: to unite a missional community to transform the culture and serve each other in love.

### VALUES

Christ-centered, Earning Relationships, Evoking Passion, Empowering Intentional Stewardship, Prayer Guided, Sharing Living Legacies

### STATEMENT OF FAITH

1. We believe that the entire Bible is the inspired and inerrant Word of God; the only infallible rule of faith and practice.
2. We believe that there is one God, eternally existing in three persons: Father, Son and Holy Spirit.
3. We believe that Jesus Christ is the only begotten Son of God, conceived by the Holy Spirit, born of the Virgin Mary, and that He was true Man and is true God.
4. We believe that in this age, God manifests Himself through the Holy Spirit who is a distinct personality, eternally co-existent with the Father and the Son, whose basic task is to convict sinners, regenerate those who believe, and empower believers to live godly lives and in every way glorify the Father and the Son through His indwelling presence.
5. We believe that man was created in the image of God, and that He sinned and thereby incurred not only physical death, but also spiritual death, which is eternal separation from God.
6. We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the basis of His shed blood.
7. We believe that the Lord Jesus Christ was resurrected in body, ascended into Heaven, currently lives there for us as High Priest and Advocate, and that His personal, physical return to earth is imminent.
8. We believe in the bodily resurrection of the just and the unjust, the everlasting punishment of the lost, and the everlasting redemption of the saved.

These eight principles form the basis of how we determine which ministries and charitable organizations qualify to receive grants recommended by individual givers. Proposed grant recipients that are ministry related must sign the Statement of Faith. Others may not be required to sign the Statement of Faith, but they may not operate in contravention to it, as determined by our Board.

### INELIGIBLE DISTRIBUTIONS

Capstone will not authorize the distribution of charitable funds to advance atheism, humanism, homosexual lifestyles, Marxism, anti-Americanism, abortion, violence, witchcraft, or any other activity that the Executive Leadership and/or Board of Directors might at any time deem to be inappropriate, in conflict with the Statement of Faith that is ascribed to by the Board of Directors, or contrary to the organizations' purposes, even though such purposes may be sanctioned by the Internal Revenue Service as legitimate purposes for tax-deductible donations and/or sponsored by other tax-exempt organizations. Capstone retains the ultimate right to determine whether the request for distribution may fall into one of the above categories.

Prohibited distributions as established by the Internal Revenue Code include, but are not limited to, the following:

- To provide private benefit to the donor or any other related individual
- To pay dues or membership fees
- To purchase tickets to a charitable event or benefit, such as banquets, golf tournaments, auctions, sponsorships
- To pay a pledge made by a donor to another charitable organization
- To pay for school tuition—apart from an established scholarship program
- To support charities on the terror-watch list
- To support a political party or candidate for election

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# MINISTRY CHARITY PROJECT AGREEMENT

## **SCHEDULE A**

### *Part II* MISSION AND GOALS

1) *Please explain the mission and purpose of the Ministry Charity Project:*

2) *List goals and how you intend to accomplish the mission:*

# MINISTRY CHARITY PROJECT AGREEMENT

## SCHEDULE B

*Part IV BUDGET (indicate estimated budget below or attach a spreadsheet)*

### Income

1) *Please include a list of committed donors and expected gifts and other income:*

2) *Please outline anticipated fundraising events and intentions:*

### Expense

*List all estimated expenses for the first year:*

# MINISTRY CHARITY PROJECT AGREEMENT

## SERVICES PROVIDED

- Deposit and acceptance of donations via check or electronically (additional fees may apply for electronic donations)
- Donation confirmation emails sent to Project Manager(s)
- Receipts for donation sent to donors by either email or hard copy depending on method and amount.
- End-of-year contribution statements sent to donors each January for the previous year's amounts.
- Payment of ministry vendor charges including annual form 1099 filing
- Web-based donor view tool
- State registration nationwide allowing you to fund raise in all 50 states
- Inclusion in Capstone annual audit report
- Form 990 – annual report to the IRS required of all 501(c)(3) non-profits
- General business insurance coverage – an inexpensive allocation of Capstone's overall policy premiums including property damage, general liability and workers' compensation.

## SERVICES NOT INCLUDED

- Legal services
- Any insurance coverage specifically required for the ministry project
- Special financial reports – as requested
- Special events such as conferences and fund-raising events
- Special consulting services by Capstone staff to help with your planning or implementation of new projects or ministry services at hourly rates to be negotiated.

## PRICING SCHEDULE

<b>Application Charge</b> (deducted from initial contribution, plus any special service charges unique to your ministry requirements such as banking or legal service)	\$1,000
<b>Incoming Charge</b> (percentage of annual donor receipts and returns on investments, loans or credit enhancements)	9%
<b>Special Services:</b>	
Charitable grant to non-501(c)(3) organization or person	\$100
Closing fee	\$500
Contract labor/consultant (each 1099 sent)	\$25
Costs of investment services from third-party investment advisers	As billed by the adviser
Credit Card Donations	Credit card processing fees
Distributions from MCP	\$10
MCP Employee Payroll (monthly charge)	\$50
Monthly MCP Financial Statement - if required	\$150
Special events processing	\$250 minimum depending on what is required of Capstone
Special Handling	Cost plus \$25
Legal Services outside the scope of customary/usual services listed in Services Provided above (e.g., incorporating a business, creating documents for program related investments, or unusual tax issues).	\$150 per hour (may be adjusted from time to time as agreed)

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# MINISTRY CHARITY PROJECT AGREEMENT

**Donation of Non-Liquid Assets:** Any non-liquid assets (real estate, business interests, art work and collectibles, or debt obligations, etc.) donated in kind to the Ministry Charity Project will be subject to acceptance by Capstone and will be charged upon donation according to Capstone's incoming charge fee structure for non-liquid assets. Donor is responsible for any appraisal fees or other out of pocket costs or charges for gifting the non-liquid asset. Certain contributions made indirectly to the Ministry Charity Project through a Capstone charitable trust or other supporting organization for tax advantages will incur an initial charge when transferred to the charitable trust or other supporting organization, as follows:

Contribution fee depending on the value of non-liquid assets:

- First \$1 million of value = 3% of value
- Next \$1 million of value = 2% of value
- Balance of value = 1% of value

If an asset is held unliquidated for more than one year after donation, an annual fee will be negotiated and assessed depending upon the complexity and costs of carrying the asset.

Any fees or other costs associated with the liquidation of the donation will be charged against the gross proceeds.

For such indirect donations, Capstone will deduct the initial charge for such donations set forth above (1%-3%) from the incoming fee charge of the amount that is liquidated and transferred to the Ministry Charity Project.

**Publicly traded securities or debt obligations are not deemed non-liquid assets** and will be subject to the incoming charge described above, plus any brokerage fees or costs associated with liquidating the securities or obligations.

*Although the Board of Directors reserves the right to change the fee structure at any time, we remain committed to maintaining the lowest pricing schedule possible consistent with our ability to provide quality services.*

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