



# MEMORANDUM

(DRAFT)

**TO:** XYZ Trust

**FROM:**

**DATE:**

**RE:** Mission and future giving of the XYZ Trust

The purpose of this memorandum is to express my goals and intentions for the future of the XYZ Trust. While separate legal papers provide specific details on the governance and transfer of assets to the XYZ Trust, this document provides the Trustees with more background information on my approach to giving. I hope it will serve as a guide to help the Trustees make decisions for the distribution of the assets of the Trust upon my death.

## **Mission and Focus**

My most satisfying giving supports efforts and organizations that help people to overcome challenges and achieve a better life. I believe in meeting the basic needs of people who are poor – housing, food, education, and health. Much of my giving has addressed the needs of the poor, with emphasis on children and families, and which provide opportunities to young people.

## **Operating Principles**

I have always begun by identifying organizations that I like and believe in and have provided them with unrestricted, annual support.

The gifts that I have found to be most satisfying, important and effective include:

- Gifts to smaller organizations, often with budgets less than \$5 million
- Gifts to organizations that reach people directly
- Efforts that support individuals' potential and reward hard work
- Organizations whose leaders are committed and effective
- Organizations that are trusted and have credibility in their community

With few exceptions, I visit organizations and talk with the staff and participants of the programs, prior to making any gifts.

## **Direction for Future Giving**

The history of my giving will serve as a primary guide for the Trustees. I would like the Trustees to continue to support the organizations I have been giving to, using their discretion to determine whether these organizations are continuing to do effective work. I also like the

Trustees to identify and support other organizations doing similar work and serving similar populations.

**Future commitments:** There are several organizations to which I have made commitments for future grants, and I ask the Trustees to honor these commitments

**Sunset Clause and Governance**

It is my intention that the XYZ Trust be spent down and dissolved over a period of no more than 20 years following my death. Both Name and Name will serve as Trustees for life. The other Trustees will serve three year terms which can be renewed if Name and Name agree to those renewals.

**Donor Intent**

This letter expresses my donor intent, and I hope that the Trustees follow the spirit of what I have written here. In all respects, however, the Trustees have the discretion to use their best judgment in the distribution of the assets of the XYZ Trust.