



KING BAUDOUIN
FOUNDATION
UNITED STATES

An American Friends Fund at KBFUS -

A cost-effective solution to raise funds in the U.S.

The King Baudouin Foundation United States (KBFUS) facilitates thoughtful, effective giving to Europe and Africa. In addition to our work with U.S. donors, we also partner with European and African nonprofit organizations that are seeking to raise funds in the United States.

An American friends fund at KBFUS provides them with a cost-effective solution - bearing the organization's name - to receive tax-deductible gifts from donors based in the United States. With an American friends fund, you will save the trouble and expense of setting up and administering your own U.S. charitable organization - no accounting and legal fees, and no annual tax returns.

KBFUS handles all back-office administration, including tax receipts and donor support, so you can focus on the essentials. We provide you with a monthly overview of all contributions received, including detailed contact information for each donor.

Each year, KBFUS also organizes two intensive 'Study visits on the Art & Science of Fundraising' in New York City, to introduce European and African universities and cultural institutions to successful development strategies. Please see www.kbfus.org for more information on these programs.

A list of European and African nonprofits that we already partner with is available at www.kbfus.org. KBFUS is a U.S. 501(c)(3) public charity associated with the King Baudouin Foundation (Belgium), a leading foundation in Europe and a founding member of the European Foundation Center.

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KING BAUDOUIN FOUNDATION UNITED STATES (KBFUS)

10 Rockefeller Plaza, 16th Floor - New York - NY 10020

phone (212) 713 7660 - fax (212) 713 7665 - info@kbfus.org - www.kbfus.org

1. Opening your American friends fund at KBFUS

Opening an American friends fund at KBFUS is simple and straightforward. The first step to open a fund is to complete and submit our online application form, providing us with basic information about your organization's mission, administration, programs, funding sources, governance and leadership.

Based on this information, KBFUS will determine if your organization is the equivalent of a charity, within the meaning of Section 501(c)(3) of the United States Internal Revenue Code, and if your organization's activities are consistent with KBFUS guidelines and charitable purposes.

Once your application has been approved, KBFUS will invite you to enter into an agreement establishing your American friends fund at KBFUS. (Standard agreement available upon request)

2. Soliciting contributions

After your American friends fund is set up, you can inform your donors and contacts based in the United States that they can support your activities through a contribution to your American friends fund at KBFUS (see Model text for fundraising materials in Attachment 1). Because KBFUS is a 501(c)(3) public charity, donors may claim the maximum tax benefits allowed by U.S. tax law for their contributions.

KBFUS can accept contributions in cash (by check, money order, wire transfer, or online by credit card) or in appreciated property, such as stocks, bonds, mutual funds or real estate. In some circumstances we can accept donations of collections or works of art. KBFUS can also accept bequests for inclusion in a fund (see Sample language for charitable bequest to an American friends fund in Attachment 2).

KBFUS will send to each donor an acknowledgement of their donation, and donors will be advised to keep this acknowledgement as a receipt for gift substantiation purposes. The acknowledgement will confirm that no goods or services were provided in return for the contribution (except in those instances where such goods or services are provided).

3. Requesting a grant distribution

Please note that there is a \$5,000 minimum for grant distributions from American friends funds and that the administration process described below usually takes between two and four weeks to complete.

a. Grant recommendation:

You can request a grant distribution from your American friends fund at any time. Requests should be submitted through our online application system, and should specify the requested grant amount and a description and budget for the specific project or program to be funded with the grant moneys.

b. Review of your grant request and signing of grant agreement:

Your grant request is reviewed by our Executive Director to assure that the recommended use of the funds is consistent with U.S. tax laws and with KBFUS guidelines and charitable purposes. In order for donors to obtain the maximum tax benefits allowed by U.S. tax law for their contribution, KBFUS must retain exclusive control as to the use of all contributions. Once approved by our Board of Directors, we will send you a grant agreement, specifying the purpose for which the funds will be used and requesting a brief report after a one-year period.

c. Transfer of the grant amount:

Upon receipt of the signed agreement, KBFUS proceeds with the payment via wire transfer.

4. Monthly statements

Each month, we will send you a statement for your American friends fund, providing you with an updated report on contributions received, grant distributions made and available balance. The statement will include detailed contact information for each donor, except for contributions received with the explicit request from the donor that their gift remain anonymous. You can also obtain an interim statement at any time, upon simple request.

5. Set-up and management fees

There is a one-time set-up fee of \$1,500 to open an American friends fund at KBFUS.

To help us cover our operational expenses, KBFUS charges a management fee on the cumulative total of contributions deposited in a fund within a calendar year, as follows:

- 5% on the first \$100,000 of aggregate contributions deposited in the fund;
- 3% of aggregate contributions between \$100,001 and \$500,000;
- 1% of aggregate contributions between \$500,001 and \$1,000,000; and
- 0.5% of aggregate contributions deposited in the fund in excess of \$1,000,000.

An additional 3% credit card processing fee applies to all contributions received by credit card through KBFUS' Online Giving Center.

KBFUS does not charge an annual maintenance fee, nor is there a minimum balance requirement.

Part 1

Model text for fundraising materials targeting U.S.-based donors:

U.S.-based donors can support our activities in a tax-efficient way through a contribution to the “INSERT FUND NAME” at the King Baudouin Foundation United States (KBFUS). Because KBFUS is a public charity, within the meaning of Sections 501(c)(3) and 509(a)(1) of the IRC, donors may claim the maximum tax benefits allowed by U.S. tax law for their contributions. If you wish to support us, here is how to proceed:

- Gifts by check: Write your check to KBFUS, write “INSERT FUND NAME” in the memo section of the check, and send it to KBFUS, 10 Rockefeller Plaza, 16th Floor, New York, NY 10020.
 - Gifts by credit card: Go to www.kbfus.org, click on the ‘Donate Now’ button and select “INSERT FUND NAME” through the alphabetical listing.
 - Gifts by wire transfer or to contribute other types of property: Contact KBFUS at: email info@kbfus.org, phone (212) 713 7660.
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Part 2

Example of a gift form to be completed by the donor, and returned to KBFUS together with their check:

YES! I want to support “INSERT ORGANIZATION NAME” through a contribution to the “INSERT FUND NAME” at the King Baudouin Foundation United States (KBFUS). Enclosed is my check for:

\$50 \$250 \$500 \$1,000 Other \$_____

I understand that the Board of Directors of KBFUS retains the ultimate control over the use of my contribution. I also understand that this is necessary in order for me to obtain the maximum tax benefits allowed by U.S. tax law for my contribution.

I wish my gift to remain anonymous. Do not advise the beneficiary of my contact information.

My name: _____ Phone: _____

Signature: _____ Email: _____

CHARITABLE BEQUEST TO AN “AMERICAN FRIENDS FUND” AT KBFUS

The King Baudouin Foundation United States (“KBFUS”) has provided below sample language to be included in a person's Last Will and Testament to make a charitable bequest to an American friends fund at KBFUS. This sample language is for informational purposes only and is not intended to serve as tax or legal advice. The sample language is not a substitute for competent legal advice and KBFUS strongly encourages you to consult with your own legal advisor regarding the preparation of your Last Will and Testament, as well as the tax and other legal consequences of making a charitable bequest to KBFUS.

In addition, we caution you that the laws governing wills may differ from state to state. For that reason, KBFUS encourages you to consult with your own legal advisor to determine whether the sample language provided below conforms with the law of your state or, if not, how it may be adapted to conform with the law of your state.

Still further, KBFUS encourages you to consult with your own legal advisor to assure that the sample language provided does not conflict with any other provisions of your Last Will and Testament. KBFUS would be pleased to discuss the language of any proposed bequest with the attorney preparing your Last Will and Testament.

Lastly, you may have created (or intend to create) a Revocable Living Trust. You may also have prepared (or intend to prepare) a so-called, Pour-Over Will under which your residuary estate will be distributed to the Living Trust. In that case, the sample language provided below would likely need to be revised to take into account that it should be included in your Revocable Living Trust Agreement instead of your Last Will and Testament.

SAMPLE LANGUAGE TO BE INCLUDED IN YOUR LAST WILL AND TESTAMENT

I hereby bequeath

[Alternative A: the sum of \$.....]

[Alternative B: percent (.....%) of my residuary estate]

[Alternative C: *(insert identification of property to be bequeathed)*]

to the (INSERT FUND NAME) held by the King Baudouin Foundation United States, Inc. (Federal EIN 58-2277856), a Georgia nonprofit corporation described by Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and located at 10 Rockefeller Plaza, 16th Floor, New York, NY 10020 (“KBFUS”). It is my intent that the described bequest to KBFUS shall be free from all estate, inheritance and similar death taxes and from the generation-skipping tax.