



THIRD-PARTY ASSET MANAGER PROGRAM APPLICATION

Thank you for your interest in participating in the Third-Party Asset Management (“**TPAM**”) Program at Madison Community Foundation (the “**Foundation**”). As part of our due diligence process, we require advisers interested in participating in our TPAM Program (each, a prospective “**TPAM Adviser**”) to complete the following application. The purpose of this application is to provide the Foundation’s Investment Committee and staff a clear understanding of you as a prospective TPAM Adviser and the investment strategy you will seek to employ in the management of Foundation assets entrusted to you and your firm.

After a TPAM Adviser’s application has been approved, we will require them to execute the Foundation’s Third-Party Asset Management Program Agreement (the “**IMA**”) as a condition to their participation in the TPAM Program. A copy of our IMA is available upon request.

*Please complete the Basic Information section below for both (1) the TPAM Adviser (i.e., the firm) and (2) each of the TPAM Adviser’s portfolio managers (i.e., each investment advisory representative of the TPAM Adviser) who will be responsible for managing Foundation assets (each, a “**TPAM Portfolio Manager**”), and attach as a separate sheet. In addition, attach supplementary information or additional sheets as necessary throughout.*

I. BASIC INFORMATION

Date: _____

Name: _____

Firm or Group Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Primary Business Phone: _____

Direct/Mobile Phone: _____

1. Advisers participating in the TPAM Program must be registered investment advisers (“**RIAs**”). Please provide your RIA Name below and attach the corresponding Parts I, 2A and 2B of Form ADV to this application.

○ RIA Name: _____

2. If you are a registered representative of a broker-dealer, please provide the following information:

○ CRD No.: _____

○ Name of Affiliated Broker Dealer: _____

3. Please list any professional designations (e.g., CFP®, CFA®, etc.): _____

4. Are you currently or have you ever been involved in any business litigation, SEC or state investigations or proceedings, FINRA investigations or proceedings, or other legal or regulatory claims or actions? If yes, please describe (include explanation and current status).

Yes No

5. Please provide the background (investment experience, client responsibilities, etc.) of the designated Portfolio Manager(s) for the Foundation: _____

6. Describe your investment portfolio management experience: _____

7. Describe the manner in which you will invest any Foundation assets under the TPAM Program (e.g., through the use of mutual funds, ETFs, or individual securities), and the process you will use to select specific investment vehicles for those assets: _____

8. How many people at your firm are dedicated to research and what are their qualifications? _____

9. Describe your rebalancing strategy: _____

10. Describe your philosophy in entering and exiting positions, and/or your hiring and termination philosophy for portfolio managers: _____

11. Describe the process you use to select broker-dealers to execute transactions on behalf of clients: _____

12. If you engage in individual security selection, please attach a composite return for the strategy you are proposing showing its performance over the prior 1, 3, 5, 10 & 15 years.

II. FEES

In determining appropriate fee levels, the Foundation must comply with the requirements of the Wisconsin Uniform Prudent Management of Institutional Funds Act, and fees assessed on managed endowment funds must be prudent and reasonable for the services provided. Therefore, TPAM Advisers must agree to institute a maximum annual management fee equal to the lesser of (i) 75 basis points (0.75%); or (ii) the existing management fee negotiated between the TPAM Adviser and the person(s) completing the Investment Adviser Recommendation Form (each, a "**Donor**") prior to the Donor's transfer of assets to the Foundation.

The investment program fees must be completely enumerated and include all aspects of the program, including advisory, custody, and other fees and expenses.

Please indicate what you propose for the following fees:

- Advisory fee: _____ %
- Custodian fee: _____ %
- Underlying fund fees (provide an estimate of the average total annual operating expenses for each underlying fund in which the Fund may invest): _____ %
- Other fees: _____ % (Please explain): _____

- Total Estimated TPAM fee: _____ %

In addition to the foregoing, do you engage in soft dollar arrangements? If yes, please explain how you provide transparency for those arrangements.

- Yes No

(The above listing does not include fees for Foundation support. Please refer to the Foundation's TPAM Support Schedule for details.)

III. CUSTODY

1. The Foundation's preferred custodian is Principal Custody Solutions. If you would like to propose the use of a different custodian, please complete the section below:

- Name of proposed custodian: _____
- Outside of custody, do you have any additional relationship with this custodian?
 - Yes No
 - If yes, please disclose the nature of this relationship: _____

- Do you receive any soft dollars/other compensation (e.g., services provided to you by the custodian free of charge) for use of this custodian? If yes, describe.
 - Yes No
 - If yes, please describe: _____

- How many custodial accounts do you anticipate using? _____
- Can this custodian provide a master account statement? Yes No

2. If you have not recommended an alternate custodian in Item 1 above, or if the Foundation does not approve use of the custodian you recommended, do you agree to use Principal Custody Solutions as your custodian for any assets you manage under the TPAM Program? Yes No

IV. CONFLICTS OF INTEREST

There can be no conflicts of interest in, or private benefit from, the management of Foundation assets for all related parties, including the Donor and the TPAM Adviser.

Please describe any circumstances under which the TPAM Adviser and/or the Portfolio Manager receives compensation, finder's fees, commissions, or any other benefits from third parties who will be involved in the management of the Foundation's assets: _____

V. POLICY ON SOFT DOLLAR PAYMENTS/OTHER BUSINESS AFFILIATIONS

Please include the TPAM Adviser's policy on soft dollar payments and any other business affiliations that might affect objectivity.

VI. REPORTING CAPABILITIES

Approved TPAM Advisers must be able to provide quarterly reports to the Foundation which include information regarding account performance (using time-weighted rates of return), position detail (quantity and price), transaction activity, current portfolio allocation, and such other information as may be reasonably requested by the Foundation.

Further, as part of the TPAM Program, the Foundation requires that TPAM Advisers (1) establish an electronic reporting link to our Outsourced Chief Investment Officer ("**OCIO**"), Commonfund, preferably through [_____]; (2) complete an electronic quarterly oversight report, which facilitates information sharing on portfolio detail so that our OCIO can test for compliance with the Investment Policy Statement ("**IPS**") associated with the account, as well as broader organizational changes; and (3) comply with any other reporting requirements as may be subsequently established or modified by the Foundation's Investment Committee.

To facilitate this process, we request the names and contact information of the appropriate contacts at the TPAM Adviser.

- Please provide an appropriate contact for creating the automated reporting link to our OCIO:
 - Name: _____
 - Phone Number: _____
 - Email: _____

- Please provide a contact for sending the quarterly oversight report:
 - Name: _____
 - Phone #: _____
 - Email: _____

- Are you able to provide YTD, 1 year, annualized 3, 5 and 10-year net of investment fee returns on a quarterly basis? Yes No
- Are you able to provide a combined master account statement for all separately managed TPAM client accounts? Yes No
- Please describe your online reporting capabilities: _____

VII. ATTESTATION

The undersigned is a duly authorized officer of the TPAM Adviser and in that capacity, hereby attests that the information contained in this application is true, accurate, and complete to the best of the undersigned's knowledge (including information regarding all Portfolio Managers identified herein). The undersigned further attests that the TPAM Adviser: (i) is willing and capable of investing the Foundation's charitable assets in a manner consistent with the IPS approved by the Foundation's Investment Committee, as may be subsequently amended; and (ii) will be able to satisfy the requirements outlined in the Foundation's IMA.

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Signature

Date

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