



ALBUQUERQUE
COMMUNITY
FOUNDATION
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MEMO

To: Board of Trustees
From: Anne Sapon, Governance Committee Chair
Date: December 9, 2025
Re: Extraordinary Distributions Policies

Deferred Distribution

The Governance Committee delegates to Foundation staff the authority to approve an extraordinary distribution to a nonprofit fundholder of up to an amount equivalent to ten (10) years of spending policy distributions that the organization previously elected to reinvest rather than withdraw.

If the nonprofit requests more than ten (10) years of spending policy distributions, the request shall be forwarded to the Governance Committee for regular review and approval.

Organizational Endowment Loan Policy

The Governance Committee authorizes staff to approve a nonprofit organization's request for an extraordinary distribution, structured as a recoverable advance of the minimum of the fund balance or up to \$50,000 from its organizational fund, under the agreement that the nonprofit will forgo future spending policy distributions from their fund until the loan amount has been returned to the fund either through new contributions by the nonprofit or reinvested future distributions equivalent to the value of the loan.

If the nonprofit requests more than \$50,000 from its organizational fund and the request does not take the nonprofit below the minimum of the fund balance, the request shall be forwarded to the Governance Committee for regular review and approval.

The Deferred Distribution Policy and the Organizational Endowment Loan Policy can be used in concert by nonprofit organizations.

Should staff deny a nonprofit request under either scenario above the Governance Committee and Foundation Board Chair will be informed. The nonprofit will also be entitled to an appeal of a denial which will be heard by the Governance Committee which will then make a recommendation to the Board of Trustees.