



# THE COMMUNITY FOUNDATION FOR NORTHEAST FLORIDA

*Giving Back. Giving Forward.*

Welcome!

Thank you for choosing The Community Foundation for Northeast Florida as your philanthropic partner.

As a Donor Advisor, you play a major role in the philanthropic leadership of our community. Your Donor Advised Fund gives you flexibility in achieving your charitable and philanthropic goals.

This handbook provides you with information that will be useful to you as you practice your personal philanthropy with your Donor Advised Fund. In the first section, you'll learn about how to make the most of your Donor Advised Fund. Starting on page 7, there are specific instructions about how to Access Your Fund online.

If you have any questions or would like any additional services from the Foundation, please call us at (904) 356-4483. Happy Grantmaking!

Nina Waters, President

## Your Role As Donor Advisor

Making grants as a Donor Advisor is convenient, efficient and fulfilling. You will have maximum flexibility with your charitable giving, while The Community Foundation handles the required administrative details and back office paperwork.

In your role as a Donor Advisor, you may recommend grants to be made to a [U.S.-based, nonprofit public charity, school, religious institution or government program that is recognized as a 501\(c\)\(3\) tax-exempt organization.](#)

Although The Community Foundation is chartered to serve Northeast Florida and Southeast Georgia, you may make grant recommendations to any region of the United States. For important information about certain other grant restrictions, please see pages 4-5.

All grant recommendations are solely advisory and are subject to the review and approval of the Board of Trustees.

### Grant Purposes

When you make a grant to a nonprofit agency or organization, you may direct your gift to be used for a particular purpose if you so choose. Please indicate the purpose of the grant on the recommendation form; otherwise, the grant will be made for general operating support.

For example, if you wish for a grant to support a particular program, project or initiative, we will include that instruction along with the grant check. Please use the comments section for any special instructions such as special notification requests, or to decline benefits such as event tickets.

### Grant Size

- The minimum grant allowed is \$250.
- Grants may be recommended up to the total value of a non-endowed fund or the amount available for grantmaking from an endowed fund.
- There is no limit to the number of grants allowed each year.

### Anonymity

You may choose to make a grant anonymously. Please indicate on the grant recommendation form that you desire to remain anonymous to the beneficiary. Written communication to the organization will indicate that the grant is from The Community Foundation for Northeast Florida upon the recommendation of an anonymous advisor.

## Please Note These Important Restrictions

While Donor Advised Funds are one of the most flexible charitable giving mechanisms available, they do have very specific rules set by the Pension Protection Act of 2006, including:

### International Grantmaking

- Federal law requires that the receiving foreign organization is the equivalent of a U.S. public charity or, alternatively, requires an extensive process of review and reporting; because of this, our policy prohibits international grants at this time. However, if you wish to make grants to benefit persons in another country, the Foundation's grantmaking staff will be happy to try and locate a U.S.-based organization working in that country.

Current tax laws **prohibit** donor advised funds from making grants:

- that are not for a charitable purpose.
- to pay for tickets to fundraisers or benefits, a seat at an event, or other goods and services for the advisor or any related party.
- to purchase or fulfill memberships having any tangible economic benefit.
- to support an individual.
- to fulfill a legally enforceable pledge you have made.
- to support political campaigns.

In addition, the Foundation is legally restricted from making grants:

- to a Type III supporting organization that is not functionally integrated.
- to private, non-operating foundations.
- to a Type I or II supporting organization if the Donor or Advisor controls the supported organization, or as identified by the IRS Secretary to be inappropriate.
- to a non-501(c)(3) organization.

If you have any concerns about the designation of an organization for which you are interested in making a grant, please contact The Community Foundation at (904) 356-4483.

## What Happens Next?

Grant recommendations are processed regularly by The Community Foundation's staff. We follow a series of checkpoints to ensure the smooth, efficient execution of each grant request. Some of the steps include:

- We confirm the organization is recognized as a 501(c)(3) non-profit public charity.
- We ensure that the recommended grant is in compliance with IRS regulations.
- We make certain we have the organization's correct contact information.
- If we have difficulty verifying the tax status of an organization or the correct contact information, we will call and notify you of the delay and may seek your assistance.
- Once approved, staff processes the grant, and mails the check and appropriate correspondence to the grantee organization.
- Grant checks are normally mailed within five business days from the day the recommendations are received by the Foundation.
- Staff provides copies of all grantee correspondence to you as the advisor.

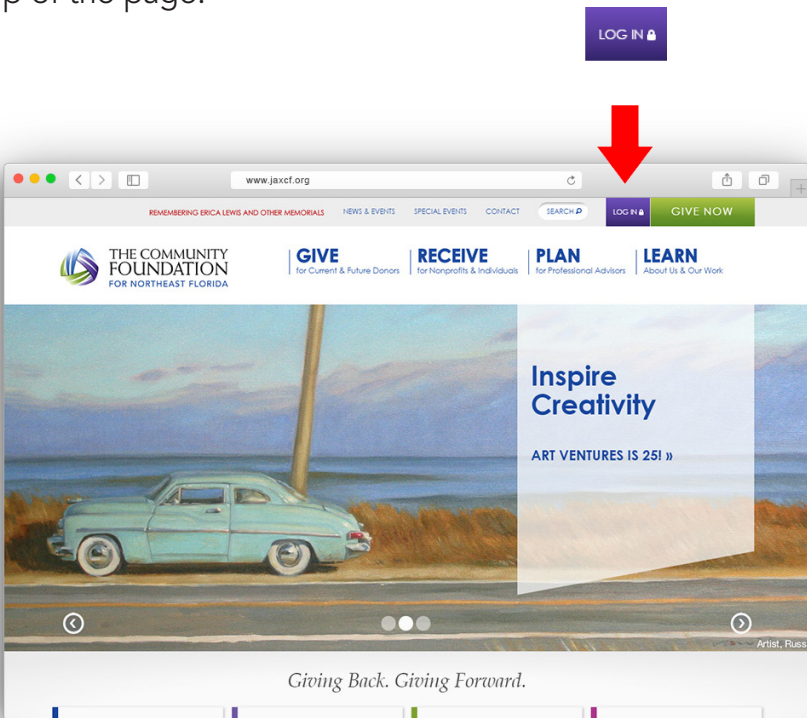
## How to Make A Grant Recommendation

All recommendations for grants from your Donor Advised Fund may be made either in writing or online.

The Community Foundation for Northeast Florida's website, [www.jaxcf.org](http://www.jaxcf.org) is a secure, one-stop online resource that provides all the necessary information you need to use your Donor Advised Fund. You can check your Fund balance(s), review your grant history and recommend new grants at any time.

### Set Up Your Account

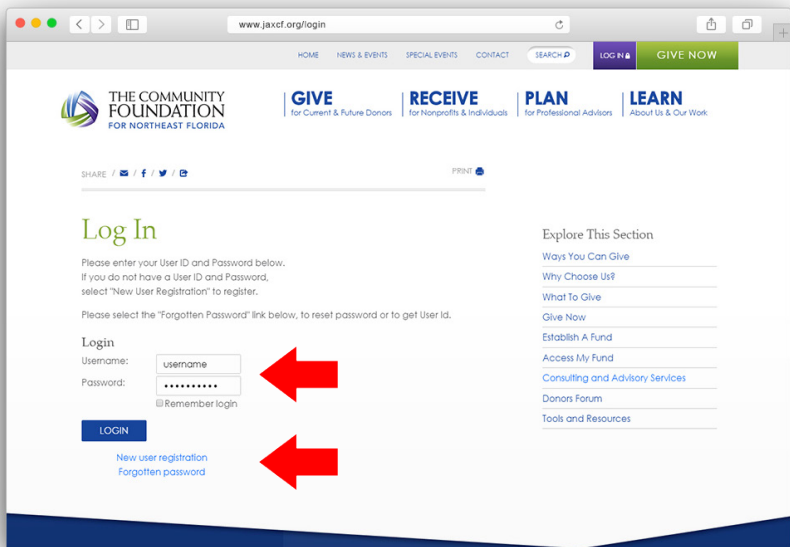
To get started, you will need a User ID and Password. On the home page, simply click on the **LOG IN** button at the top of the page.



## Login Page

You will see our Log In page. For first time users, click '[New User Registration](#).' This will prompt you to fill out specific information that will be used to issue your credentials to our secure online donor portal. For the section 'Account Information', choose a User Name and Password, and Submit.

Please note that this information is individually reviewed, so allow 1-2 business days to be confirmed.





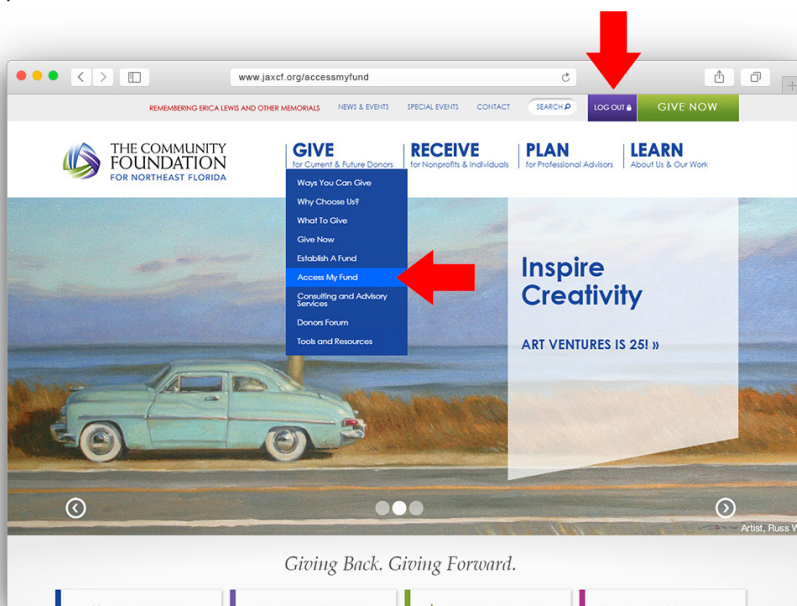
## Access Your Fund

Now that you have a **User ID** and password, return to the Home Page [www.jaxcf.org](http://www.jaxcf.org).

Click the **LOG IN** button in the top right corner, and enter your **User ID** and **Password** on the Log In page, then click **Log In**.

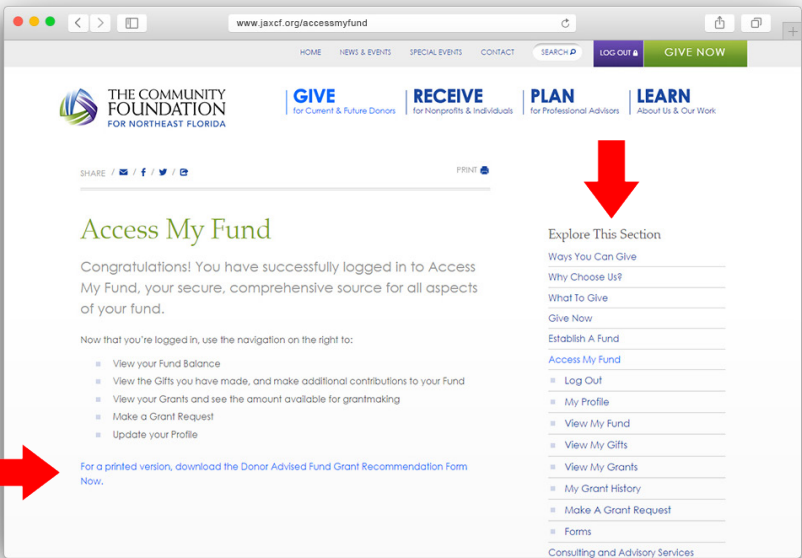
A purple rectangular button with the text "LOG IN" in white, followed by a small white lock icon.

You will be back to the Home Page. Locate the **blue GIVE** at the top of the page, and hover until the dropdown menu appears—click **Access My Fund**.



Using the side menu, you can now:

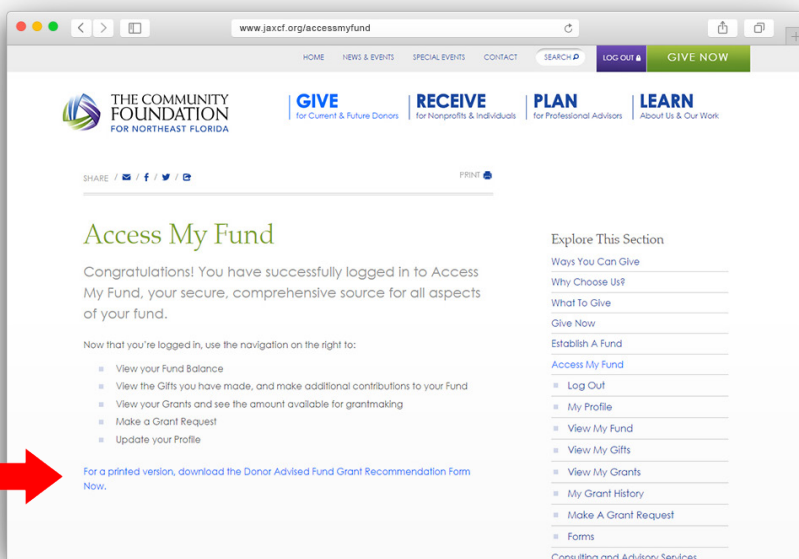
- See your profile
- View your fund
- View your gifts
- View your grants
- See your grant history
- Make a grant request



Continue scrolling, and you can also find Forms, a pdf of the Donor Advised Fund Grant Recommendation and this entire booklet online.

## Send Grant Recommendation by Mail

If you prefer, you can download a Grant Recommendation form that can be printed and mailed.



If you are logged in, go to ACCESS MY FUND, and scroll down to “[For a printed version....](#)” and click on that sentence. You will get a .pdf version that you can print, fill out and mail (mailing instructions are on the form) or fax to (904) 356-7910.

Or, if you prefer, just call us at (904) 356-4483 and we will mail (or fax) blank forms to you to fill out, and mail or fax at your leisure.

## More Information about Your Advised Fund

### Investment

Non-endowed funds

- 100% of the fund balance is available for grantmaking at all times.
- Non-endowed funds are typically invested in The Community Foundation's cash pool.
- For non-endowed funds over \$250,000, you may choose to advise the investment of your Fund's assets through our Donor Options program. For more information on Donor Options, please contact the Foundation.

### Endowed funds

- Endowed funds are invested in the Foundation's long-term pool.
- The Board of Trustees sets the spending policy for endowed funds to determine the spendable amount from which grants and fees are paid.
- The current policy is for a distributable amount of 5% of the twelve-quarter rolling average of the fund for the period ended on the previous September 30.

### Large funds

- If you advise a Fund with a minimum balance of \$500,000, you may recommend an outside manager to manage your Fund's investments, subject to the approval of the TCF Investment Committee.
- If the outside manager fails to meet the Investment Committee's performance standards, the Foundation has the sole authority to consider other investment strategies including the Foundation's long-term investment pool.

## **Fees**

The administrative fee charged to Donor Advised Funds covers the costs associated with providing advised funds.

The rate schedule is as follows:

- 1.0% on the first \$2,000,000
- 0.8% on the next \$4,000,000
- 0.6% on the next \$4,000,000
- 0.4% above \$10,000,000

The non-endowed advised fund fee is calculated using the average daily fund balance for the quarter, multiplied by 25% of the fee from the above schedule and is deducted at the end of each quarter from the fund. The minimum quarterly fee is \$62.50.

Endowed advised funds are charged an annual fee based on the average quarterly balance in the fund for the 12 quarters ended on the previous September 30. One-fourth of the annual fee is deducted from the fund at the end of each quarter.

## **Community Endowment Contributions**

In addition to the administrative fee, 1% of each gift to an advised fund will be granted to the Foundation's Community Endowment Fund to support local grantmaking, as directed by the Board of Trustees. This allows donors to participate in the civic leadership initiatives of the Foundation, and help lead positive change in such areas as arts, education, neighborhoods, early childhood, nonprofit sector capacity building and initiatives to grow philanthropy in the region.

## **Statements**

Statements that document your Donor Advised Fund's activity are mailed quarterly by the end of the month following the close of each quarter. For example, your first-quarter statement for the period of January-March will be mailed on/before April 30.

## **Additional Contributions**

Additional gifts may be made to your Fund at any time. Checks should be made payable to The Community Foundation. If you plan to contribute shares of publicly-traded stock, please contact the Finance Department with details of the gift. Per The Community Foundation's policy, all stock gifts are liquidated upon receipt. All fund additions are net of transactional fees.

If you plan to contribute a gift other than cash or marketable securities, please contact the Finance Department. The Foundation has a comprehensive set of gift acceptance policies which govern how we process gifts of real estate, non-publicly traded securities and similar assets. Please note that these transactions take a bit more time to process and could delay our ability to credit your Fund with the contribution.

## **Inactive Funds**

Funds that neither receive nor disburse funds for a period of three years are considered inactive. Once a fund has been deemed inactive and attempts to contact the donor have failed, the Foundation will begin a process to end the fund's advised status. Unless a termination use is specified in the fund agreement, we will convert the fund to become part of the unrestricted grantmaking resources of the Foundation.

## Any Questions?

Contact us during business hours at [904.356.4483](tel:904.356.4483)

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