



Welcome

Welcome! Thank you for establishing a donor advised fund at The Community Foundation of Western North Carolina.

The Community Foundation of Western North Carolina invites you to take advantage of our services for donors. We can help you:

- Connect with causes important to you;
- Give wisely and well as your needs and interests change;
- Become part of a community of givers.

This handbook serves as your how-to guide and provides a convenient place to store quarterly fund statements, newsletters and more.

We look forward to working with you. Please contact us when you have questions about the enclosed materials or your giving and grantmaking needs. We are available by phone, fax, email or in-person. Information and downloadable forms are available online at www.cfwnc.org.

You've chosen to make the most of your charitable intentions by opening a fund with The Community Foundation. We're here to help.

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About Us

Our Mission

The Community Foundation of Western North Carolina inspires philanthropy and mobilizes resources to enrich lives and communities in Western North Carolina.

Our Vision Reflects our Values

- We listen, cultivate relationships and build collective support to address community needs.
- We commit resources to these needs and inspire others to join us.
- We draw on our regional expertise to guide this work.
- We make giving easy, effective and enduring.

Our History

The Community Foundation of Western North Carolina is a nonprofit organization established in 1978 to create a permanent pool of charitable capital for the 18 counties of Western North Carolina. The Foundation is a collection of more than 970 individual funds, each with a specific charitable purpose determined by the donor who created it.

Counties We Serve in Western North Carolina

Avery	Macon
Buncombe	Madison
Burke	McDowell
Cherokee	Mitchell
Clay	Polk
Graham	Rutherford
Haywood	Swain
Henderson	Transylvania
Jackson	Yancey

What We Do

- Work with donors to create charitable funds according to their specific interests
- Inform donors about critical needs and match them with giving opportunities
- Responsibly manage charitable assets
- Make grants and provide support to nonprofit organizations to improve life in our region
- Encourage and participate in community initiatives and partnerships
- Build awareness of the importance of philanthropy

Legal Issues

Definitions

The Community Foundation of Western North Carolina, Inc. (CFWNC) is a public charity as defined under sections 501(c)(3) and 170(b)(1)(A) of the Internal Revenue Code. Named funds are “component funds” of the Foundation. Contributions to CFWNC are irrevocable.

Charitable Deductions

The charitable gift made to establish your fund and subsequent contributions are fully deductible as gifts to a public charity, subject to the general limitations described below. Your deduction depends, in part, on the type of asset you contribute. For advice about your personal situation, please consult your legal or tax advisor.

Itemized Deductions

- Cash - Your deduction is the amount of your cash contribution.
- Publicly traded securities - For publicly traded securities held for more than one year, your deduction is the mean of the high and low prices on the date the contribution is made. For mutual fund shares held for more than one year, your deduction is the closing price on the date the contribution is made. For securities or mutual fund shares held for less than one year, your deduction is limited to your cost basis or the fair market value, whichever is lower.
- Other assets - For securities that are not publicly traded, real-estate or personal property, additional gift acceptance and reporting requirements may apply. The IRS requires you to provide a qualified appraisal for any contributed property for which you will claim a deduction of more than \$5,000.

Deduction limitations

Generally, you are eligible for an itemized deduction for cash contributions of up to 50% of your adjusted gross income (AGI) in the tax year in which your contribution is made. Contributions of long-term capital gain property are deductible at full fair market value up to 30% of AGI. Any excess amount may be carried forward and deducted in the five-year period after the year of the contribution. Your deductions may be subject to other limitations. Please consult with your tax advisor to determine what deductions you may claim.

Gift acknowledgement

Each time a contribution is made to your fund, CFWNC will provide an acknowledgement as a receipt for tax purposes. Grants from your fund to individual charities are not deductible.

Control

Your fund is a component fund of CFWNC and must be free from material restrictions imposed by donors¹. To comply with IRS regulations:

- CFWNC staff must conduct independent investigations to determine if grant recommendations from donors are consistent with the Foundation's charitable purposes.
- CFWNC must show that it makes grants from other funds to similar organizations as those recommended by donors.
- CFWNC is not bound by the recommendations or advice of donors.
- The donor, his or her family or other agents may not retain control of investments, including control of the retention or sale of any asset contributed. CFWNC will adjust investments in its discretion and with due regard to market conditions, the planned grants program and other factors.

¹ Treasury Regulations, Section 1.507-2, 12. U.S.C. 1234 (2006).

Pledges

IRS regulations do not permit the payment of pledges from your fund.

Pledges made to capital campaigns are particularly critical. Such pledges may become legally binding because a nonprofit organization may rely on the pledge. If you would like your fund to support a capital campaign with a pledge, please call us before discussing your intention with the organization. We will be happy to help you make a commitment to the organization or project in compliance with IRS regulations.

EXAMPLE

Each year, John receives a solicitation from his church asking for pledge support. To make the church aware of his intention and use his charitable fund for the gift, John should write on the solicitation:

“This is not a pledge. I will be recommending a gift of \$_____ from the _____ Fund at The Community Foundation of Western North Carolina.”

John may then recommend a contribution as a grant from his CFWNC charitable fund.

Memberships, Special Events and Benefits

Due to IRS restrictions, you may not receive anything of value (goods or services) in exchange for a grant recommended from your fund. Any *quid pro quo* benefit is strictly prohibited, including tickets to fundraisers or benefit dinners, memberships (when membership conveys a tangible benefit to the member), or other gifts. Substantial penalties will be imposed by the IRS on both the donor and CFWNC if a donor, advisor or related party receives a benefit as a result of a gift from a donor advised fund.

Memberships or events where the cost represents both a charitable and non-charitable portion cannot be paid by your fund. If you will receive a tangible benefit from your contribution – such as tickets for a special event – you should make your gift directly to the organization.

Other grants

The Community Foundation is unable to make grants to individuals, in support of political campaigns, or for lobbying purposes.

Donor advised funds may not reimburse individuals for expenses.

If you have any questions about the use of your fund, please call us at (828) 254-4960. We're happy to assist you.

Statements

You will receive a statement detailing the activity in your fund about five weeks after the close of each calendar quarter. Statements include details on investment performance for the portfolio in which your fund is invested and the relevant market benchmark. If you take advantage of Donor Central, your statements will be available online within the same time frame.

**(Sample) Quarterly Statement
From April 01, 2014 to June 30, 2014**

Fund Name: John Doe Charitable Fund
Fund ID Code: JDCF

	Quarter Ended 6/30/2014
Beginning Market Value	\$40,222.17
Contributions	0.00
Investment Activity:	
Interest and Dividends	75.99
Realized Gains (Losses)	232.44
Unrealized Gains (Losses)	(924.27)
<u>Investment Expense</u>	<u>(13.65)</u>
Total Investment Activity	(649.49)
Other Income	
Distributions:	
Grants & Scholarships	0.00
<u>Administrative Fee</u>	<u>(118.78)</u>
Total Disbursements	(118.78)
Other Expenses	0.00
Interfund Transfers	0.00
Ending Market Value	39,473.90
Spendable Income Available as of 6/30/2014.....	29,473.90

Contributions

There were no contributions for the period.

Distributions

There were no distributions for the period.

Investment performance information for all CFWNC portfolios is available at www.cfwnc.org. If you have any questions regarding your statement, or any aspect of your charitable giving, please contact Naomi Davis (davis@cfwnc.org) or Jennifer Sadler (sadler@cfwnc.org) or (828) 254-4960 at CFWNC.

Donor Central

Donor Central provides password-protected secure online access to make managing your fund easy and convenient. Donor Central allows you to:

- Recommend and track your grants online
- View your fund summary, including
 - Gift history (contributions to your fund)
 - Grants paid and pending grants
 - Spendable income
 - Current fund balance
- Research charitable organizations
- Download forms
- Have 24-hour access to fund information
 - Fund information is updated daily
 - Investment earnings and fees are posted monthly
- Quarterly statements available for reference

Registering with Donor Central is easy. Simply click on the *Donor Central* button on www.cfwnc.org, which will take you to the Donor Central sign on page and registration instructions. A tour of Donor Central is also available if you'd like to view the website before or after registering.

Once you've registered, you may access Donor Central at any time. The site is easy to use and secure. While you're always welcome to contact the CFWNC staff, Donor Central lets you manage your fund at your convenience.

Making Gifts to Your Fund

Adding to Your Fund

You may make a gift to your fund at any time and in any amount. CFWNC accepts most assets as gifts, including cash, securities and real estate. We will provide a gift acknowledgement for tax purposes, and additions are reflected on your quarterly statement.

Asset Transfer Information

Gifts by cash or check

Gifts of cash should be delivered in person to CFWNC's offices. Checks should be made payable to "CFWNC" with the name of your fund noted on the memo line or in accompanying correspondence.

Stocks, mutual fund shares, bonds

When making a gift of appreciated securities, you must transfer the stock, mutual fund shares or bonds to CFWNC in order to receive the maximum tax advantage for your gift. Do not sell the stock shares or bonds yourself. CFWNC sells gifts of marketable securities promptly and adds the net proceeds to your fund.

If securities are held at a brokerage firm:

The easiest way to transfer stocks or bonds to CFWNC is to transfer the asset to our brokerage account via electronic transfer. For account numbers or more information on how to transfer stocks and bonds this way, please call us. Contributions of mutual fund shares may require more steps and time. Please contact your mutual fund company and request instructions for charitable contributions of mutual fund shares.

For all stock gifts, please inform a CFWNC staff member that the gift is in progress. We need the name of the stock, number of shares and approximate value. This allows us to monitor the brokerage account and confirm the transfer.

Gifts of other assets

CFWNC accepts other types of assets as charitable contributions, including real estate, closely-held securities and personal property. These gifts are subject to prior review for gift acceptance. Please call us for more information.

Matching gifts

Your employer (or former employer) may match gifts to charitable organizations. To maximize your contributions, obtain a matching gift form from your employer, complete the appropriate donor section and provide it to CFWNC for completion. We will forward the form and other information to the company for processing.

CFWNC and/or your donor advised fund may not fit every company's guidelines for matching gifts. If you have questions, please send us your matching form and we'll be glad to research your company's specific requirements.

Fundraising

If you wish to raise money for your fund, you must comply with CFWNC's Donor Initiated Fundraising Policy, which ensures that any fundraising activities comply with relevant laws. Please discuss your plans with us at least 60 days before the event or solicitation. CFWNC must give prior approval for all materials or solicitations used to request or promote gifts to a fund. Failure to comply with this policy may prevent us from accepting gifts from your fundraising efforts. For further details, please see the Donor Initiated Fundraising Policy in *Forms & Information*.

Making Grants from Your Fund

- Recommend a grant online through Donor Central at www.cfwnc.org.

OR

- Complete the Donor Advised Grant Recommendation Form (in the *Forms & Information* section of this handbook). If you need additional copies, you can:
 - photocopy a form
 - request a copy by calling us at (828) 254-4960
 - download a form from www.cfwnc.org (click on the Donor tab, then on Fundholder Services)

Please send your information to CFWNC by:

Mail

4 Vanderbilt Park Drive
Suite 300
Asheville, NC 28803

Fax

(828) 251-2258

Email

butler@cfwnc.org

We must have a written record of your grant recommendation, so cannot take recommendations by phone.

When we receive your grant recommendation, our staff will verify that the recommended organization is a qualified public charity and eligible for a grant from your fund. For organizations which have not previously received a grant, it may take longer to verify charitable status and review the organization's information. You will be notified if a recommendation is delayed for more than 4 weeks or if the grant cannot be made.

Once the grant is approved, funds are disbursed to the organization. Recommendations received by 5 p.m. on Friday will be processed by the following Friday. Grant payments indicate the name of your fund and your name and address, unless you request anonymity. CFWNC mails all checks directly to the grantee. On the advice of legal counsel, we are unable to send checks from donor advised funds to donors for delivery to grantees.

Guidelines for Grants

Most Frequently asked questions:

Q. How often do you process Grant Recommendations?

A. Every week.

Q. When can I make grants from my fund?

A. You may make a grant from your fund at any time, as frequently as you wish.

Q. What is the minimum grant recommendation I can make?

A. The minimum grant recommendation is \$250 per organization.

What kinds of organizations may receive a grant from my fund?

Charitable organizations classified by the IRS as a 501(c)(3) and with a 50% deductible limitation may receive a grant from your fund. Religious organizations, schools, municipalities, and government programs that may not have a 501(c)(3) classification are also eligible. Certain supporting organizations are restricted from receiving grants from donor advised funds. All grant recommendations are subject to CFWNC's due diligence process before approval.

What can grants support?

Grants may pay for operating support, a specific project, or a program or capital campaign. Grants cannot pay for memberships, benefit tickets, auction items or other instances where you receive a personal benefit from your contribution.

Can I give to my church or to my children's school from my fund?

Yes. The IRS recognizes most places of worship and educational institutions (primary or secondary school, college, professional or trade school) as charitable organizations. Grants to municipalities and government-supported institutions such as libraries, universities and hospitals are also possible. Grants cannot be used to pay tuition.

How much is available to distribute from my fund?

You may check your available balance on Donor Central. Quarterly fund statements also provide this information. The amount available depends on the type of fund you have established:

For flexible endowment funds, your balance, less \$10,000 (or the amount you have chosen to permanently endow), is available for distribution at any time.

For traditional endowment funds, you will receive a spendable income statement in May of each year that provides the amount available for distribution. This amount is calculated according to the spendable income policies of the Foundation.

Can I pay pledges from my fund?

No. IRS regulations do not allow pledges to be paid from donor advised funds. Please see page 7 of this handbook for more information. If you wish to commit your support to an organization, please consult a member of the staff. We'll be glad to help you make the organization aware of your intentions without compromising the tax deductibility of the gifts to your fund.

May I make a contribution from my fund to another fund at CFWNC?

Yes. CFWNC holds over 970 funds, including the *Fund for Western North Carolina*, geographic affiliate and field of interest funds, more than 110 nonprofit endowments and numerous scholarship funds. You can learn more under *Grantmaking Services* in this section. Please use the grant recommendation form or Donor Central to make a contribution from your fund to another fund. The distribution from your fund will be shown as an “interfund transfer” on your statement.

May I recommend grants to organizations outside Western North Carolina?

Yes. Although CFWNC’s focus is Western North Carolina, grants can be made to organizations throughout the United States. If you wish to support an organization outside the U.S., please contact us.

May I make an anonymous grant?

Yes. Please indicate on the grant recommendation form which grants you wish to make anonymously. If you would like all grants from your fund to be anonymous, please contact us.

May I make a recommendation for a memorial or honorary gift?

Yes. Complete the memorial/honor section on the grant recommendation form. A letter will be sent to the person(s) that you indicate informing them of the gift according to the contact information provided.

Grantmaking Services

You'd like to donate to services for children, but don't know which organizations are addressing these needs effectively. You support a few organizations, but a new solicitation comes in the mail every day. You'd like to join with others to make a bigger impact on the issues you care about.

Donors who give through CFWNC have access to grantmaking services drawing on our long experience. Whatever your interests or needs, we are here to help you.

Our staff is available to discuss your charitable interests as well as grantmaking strategies and options. Consultation can be done in person, by phone or via e-mail.

Our services include:

- Creating a giving plan that is right for you
- Developing your grantmaking strategies
- Researching local nonprofits at your request
- Recommending specific organizations according to your areas of interest
- Advising on types of support, from funding a capital project to endowing a program
- Connecting you to other donors with similar interests and experts in the field

Future Planning

Thank you for establishing your donor advised fund with CFWNC. From time to time, you may have additional charitable needs. As you plan for the future we're here to help.

Successor advisors

There may come a time when you wish to have someone else advise CFWNC about grants from your fund. You can name a successor advisor or advisors to succeed you. Please note that granting someone power of attorney over your affairs does not make that person a successor advisor. A successor advisor must be named in your fund agreement or in an addendum. Successor advisors may be your children, grandchildren or other individuals. You should always talk with proposed successor advisors before naming them in your fund. If more than one successor advisor is named, CFWNC will ask one person to serve as the primary contact for the fund. One successive generation may be named as a successor advisor. Please contact us if you wish to name a successor advisor.

Changing the name of the advisors to your fund

If you would like to change the advisors to your fund, add successor advisors, or have CFWNC begin working with the successor advisors already named in your fund agreement, please let us know. We'll be glad to help.

Planned Giving

We offer a variety of ways to add to your fund or to create a new fund through planned gifts. CFWNC will gladly work in partnership with your professional advisors as you make financial and estate plans. Please contact a member of the development staff for more information about planned giving opportunities.

Bequest by Will - Including a charitable bequest in your will is a simple way to make a lasting gift. When you make this gift through CFWNC, your fund creates your personal legacy.

How it works

- You decide what assets to leave to your fund at CFWNC – you can designate a specific amount, a particular asset or the remainder of your estate after other distributions are made.
- We can provide you or your attorney with the recommended language for your will.
- Your gift can be added to an existing fund or create a new one. If your gift will create a new fund, we draft a fund agreement that explains your charitable wishes.
- When assets are received from your estate, they are added to your fund.
- We handle all the administrative details after the assets are received and follow your instructions as spelled out in the agreement to make grants from your fund.

Charitable Gift Annuity - Giving through a charitable gift annuity allows you to arrange a generous gift to your community, while providing yourself or a loved one with lifetime income.

How it works

- You make a gift to CFWNC, typically cash or appreciated securities.
- We create a contract detailing the income payments, charitable deduction and deferred charitable gift.
- You receive fixed payments for life.
- You also receive an immediate charitable tax deduction.
- At your death, the annuity's residuum becomes part of a charitable fund you have chosen or created.

Charitable Remainder Trust – Giving through a charitable remainder trust allows you to receive income for the rest of your life, knowing whatever remains will benefit your community.

How it works

- You transfer cash, appreciated stocks, real estate or other assets into an irrevocable charitable trust.
- You receive an immediate charitable tax deduction.
- The trust pays income to you or another beneficiary.
- Upon the beneficiary's death or after a defined period of years, the trust's remaining assets become part of a fund at CFWNC.

Charitable Lead Trust – A charitable lead trust helps you build a charitable fund at CFWNC during the trust’s term. When the trust terminates, the remaining assets are transferred to you or your heirs, often with significant transfer-tax savings.

How it works

- You transfer cash, appreciated stocks, real estate or other assets into an irrevocable charitable trust. The trust may exist for a specific number of years or until your death.
- We set up a charitable fund to receive payments from the trust.
- You designate your family or anyone you choose as the final beneficiary of your trust.
- If you choose, you or your family members advise the fund you’ve created at CFWNC – supporting the causes you care about most.

The Community Foundation of Western North Carolina is glad to help you integrate your charitable giving with your financial and estate planning through consultation with your legal, tax and financial advisors. For more information about making a gift through one of the vehicles described above or with life insurance, retirement plan assets, closely-held stock, or real estate, please call a member of the development staff.

Forms & Information

- Donor Initiated Fundraising Policy
- Donor Advised Grant Recommendation Form

*Please feel free to copy any of these pages for your use
or call The Community Foundation for a copy: (828) 254-4960.*

THE COMMUNITY FOUNDATION OF WESTERN NORTH CAROLINA DONOR INITIATED FUNDRAISING POLICY

Thank you for your interest in raising money for a fund established at The Community Foundation of Western North Carolina (“CFWNC”). In addition to raising contributions, your efforts may commemorate a person, event or idea and can be a means to engage a broader group of individuals in the fund’s charitable mission.

CFWNC has developed this policy to ensure that your fundraising efforts:

- comply with IRS and other governmental regulations
- provide appropriate acknowledgement to donors for their gifts
- use CFWNC’s brand identity, including its logo, appropriately.

CFWNC is happy to help you comply with this policy. We reserve the right to refuse to accept assets raised in violation of this policy.

As used here, “solicitation(s)” refers to any time people are asked verbally, in writing, or by electronic means to contribute to your fund. The term “fundraising events” includes, but is not limited to, receptions, dinners, parties, sports or entertainment events, auctions and other similar activities. Please feel free to contact CFWNC with questions about this policy. Thank you for your cooperation and for your fundraising efforts.

REQUIRED STEPS

If you are considering a fundraising event, solicitation or project for a fund held at The Community Foundation of Western North Carolina, **the following two steps are required prior to CFWNC’s receipt of contributions to your fund.**

1) Discuss your plans in advance with CFWNC. You can call, send a letter or email, or arrange a meeting at your convenience. We recommend you contact CFWNC at least 60 days in advance of your event or solicitation.

2) Receive approval for any materials that mention CFWNC. The Foundation must approve, in advance of printing or production, all written or spoken materials (including letterhead, brochures, website content and radio and television announcements) related to solicitations for funds held at CFWNC. All materials must clearly state the fund’s name as “*Name of Fund* of The Community Foundation of Western North Carolina.”

**THE COMMUNITY FOUNDATION OF WESTERN NORTH CAROLINA
DONOR INITIATED FUNDRAISING POLICY**

GUIDELINES

These guidelines cover the following fundraising scenarios:

- 1) Direct, tax-deductible gifts to a fund held at CFWNC
- 2) Event/solicitation sponsored by a 501(c)(3) organization
- 3) Proceeds from an event/solicitation for which donors were not offered a tax deduction

1) Direct, tax-deductible gifts to a fund held at CFWNC

You may promote contributions to a fund through marketing efforts such as brochures, posters, information sessions, or an appeal letter to prospective contributors.

In response to these marketing efforts, donors may make gifts directly to the fund. Checks should be made payable to the *Name of Fund/CFWNC* and sent directly to CFWNC (gifts of appreciated assets made directly to CFWNC are also acceptable). The donor will receive a gift acknowledgement letter from CFWNC indicating that the gift is tax deductible. All contributions are listed, with the donor's name, on your fund statement.

2) Event or solicitation sponsored by a 501(c)(3) organization with proceeds to benefit the organization's fund at CFWNC

Your organization may transfer the proceeds from an event or solicitation sponsored by the organization to the organization's fund at CFWNC.

Organizations with 501(c)(3) status may sponsor a fundraising event or solicitation and deposit net proceeds into the organization's fund at CFWNC. The organization issues acknowledgment letters to donors. Promotional materials should clearly state: "The net proceeds of this event will be contributed to the *Name of Fund* of The Community Foundation of Western North Carolina."

Organizations should ensure their compliance with all applicable IRS and State of North Carolina laws (including Charitable Solicitations Act, N.C. Gen. Stat. Art. 131F, if applicable) and regulations regarding solicitation, acknowledgment and tax deductibility of gifts.

3) Proceeds from an event or solicitation for which donors are not offered a tax deduction

You may make a gift to a fund from the proceeds of an event or solicitation for which donors were not offered a charitable tax deduction.

Fundraising may be conducted by an individual, a group of people, or an organization. Generally, the person or group that plans and executes the event or solicitation (for example: dinners; golf tournaments; walk-a-thons; auctions; sales of products or services; requests for money from individuals or organizations through mailings, advertisements, or oral solicitations) makes one lump sum donation (net of expenses) to the fund. Unless the event is sponsored by a qualified charitable organization which accepts and acknowledges the contributions, the donor may not take a charitable tax deduction for the contribution.

**THE COMMUNITY FOUNDATION OF WESTERN NORTH CAROLINA
DONOR INITIATED FUNDRAISING POLICY**

CFWNC will not acknowledge the individual contributors of the dollars, and no one will receive a charitable deduction for their contribution. CFWNC will acknowledge the organizing group for the net amount received. Promotional materials related to the fundraising event should clearly state: "Net proceeds of this event will be contributed to the *Name of Fund* of The Community Foundation of Western North Carolina."

Guidelines applicable to non-tax-deductible fundraising

1. An individual or group that plans and executes a fundraising event or solicitation may state that the net proceeds will benefit the general purpose of the fund. If publicly stating that proceeds will be deposited into a fund at the Foundation, all printed and spoken material must clearly state the fund's name as "*Name of Fund* of The Community Foundation of Western North Carolina."
2. The individual or group may not use CFWNC's tax exempt number in connection with the event or solicitation. Contributions made as a result of an event or solicitation will not qualify as a tax deductible charitable gift to CFWNC.
3. Event organizers are responsible for obtaining and paying for any necessary insurance, permits, licenses, approvals, etc. Events or activities that include raffles or other games of chance are regulated by state and local governments and must be specifically reviewed and authorized by the appropriate authority.
4. Fundraising events often require certificates of insurance or signed contracts. When events are sponsored independently, neither the name of the Foundation nor the name of the fund may appear on any contract or agreement.
5. Individual participants in the event (ticket purchasers, sponsors, golf players, etc.) make their payments to the organizing individual or group, not to CFWNC or the fund which will benefit. The organizers may record contributors' names and addresses and provide a courtesy acknowledgement. The acknowledgement letter may not include any language stating that the letter serves as an official receipt for IRS purposes or include any reference to tax deductibility. Letters may state "The net proceeds of this event will benefit the *Name of Fund* of The Community Foundation of Western North Carolina."
6. The planning group pays all expenses and remits net proceeds to CFWNC for addition to the fund. CFWNC records the gift as coming from unnamed third-party donors. CFWNC is prohibited by law from reimbursing the planning group for expenses; the group must deduct expenses before sending net proceeds to CFWNC.

**Thank you for your interest in supporting a fund at CFWNC.
If you have questions about this policy, please contact us at (828) 254-4960.**



Donor Advised Grant Recommendation Form

I (we) recommend the following grants to the Board of Directors. I (we) understand that the final judgment rests with the Board, whose charge it is to see that all grants are within the charitable purposes of The Community Foundation of Western North Carolina. I attest that this recommendation does not represent payment of a pledge or other personal financial obligations on behalf of the fund representative(s), family members or businesses they control and that no tangible benefit, goods or services, such as dinners, tickets, etc were or will be received by any individual or entities connected with the Fund (as described above).

Signature of Advisor(s) _____ **(REQUIRED)**

PLEASE PRINT LEGIBLY to ensure accurate and timely processing of your recommendations. Return form by mail to: 4 Vanderbilt Park Drive, Suite 300, Asheville, NC 28803 or fax: (828) 251-2258. For information or more forms, please call (828) 254-4960.

Date: _____ **Name of Donor Advised Fund:** _____

Address: _____

Phone: _____ **E-mail:** _____

<u>Name and Address of Recommended Organizations</u>	<u>Gift Amount</u> \$250 minimum per organization	<u>Purpose/Special Instructions</u>
--	---	-------------------------------------

- | | | |
|----------------------------|-------------------------|-------------------------|
| 1. _____

_____ | _____

_____ | _____

_____ |
| 2. _____

_____ | _____

_____ | _____

_____ |
| 3. _____

_____ | _____

_____ | _____

_____ |

In Memory of (Gift #____)

Name of Deceased _____

Survivor to be Notified _____

Relationship to Deceased _____

Address _____

Address _____

In Honor of (Gift #____)

Honored Person _____

Occasion _____

Address _____

Address _____

Address _____