Jefferson County Community Foundation

About Your Donor Advised Fund

Fund Statements

You will receive fund statements from Jefferson County Community Foundation ("JCCF") four times a year for the quarters March 31, June 30, September 30, and December 31. (JCCF's fiscal year is the calendar year.) The fund statements are generally mailed six weeks after the end of the quarter and show activity for the most recent quarter including contributions, gain or loss on gift transactions (stock), distributions for grants, administrative fees, and other activity.

Making Grant Recommendations

- Your fund statement will indicate the amount in your fund that is available for grantmaking for that quarter. Recommendations regarding distributions from your fund must be sent to JCCF on the "Donor Advised Fund Recommendation Form." The form is available at www.jccfgives.org under Donor Advised Funds. The Donor Advised Fund Recommendation Form asks for the name and address of the organization(s), and grant amount(s), as well as any specific grant instructions or restrictions. You can make grant recommendations at any time from your fund. Grants are generally made on the 15th and 31st of each month.
- Generally, JCCF accepts grant recommendations to support nonprofit organizations qualified under Internal Revenue Code Section 501(c)(3) and classified as a public charity under Section 509(a)(1) or 509(a)(2). JCCF may also accept grant recommendations to support governmental agencies, such as public libraries and school districts, so long as the grant will be used exclusively for charitable purposes. These recommendations may be mailed, faxed or emailed to our Philanthropic Advisor, Kristina Mayer:
    - Mail: Box 1955, Port Townsend, WA 98368
    - Fax: 360-379-3800
    - Email: kris@jccfgives.org
- The minimum grant per organization is $250.00, and will be rounded to the whole dollar.
- JCCF will not make distributions from any donor advised fund to specific individuals, or for the purpose of providing any grants, loans, compensation or similar payments (including expense reimbursements) to donors and donor advisors, their family members, or entities owned more than 35% by such persons. JCCF will not make distributions from any donor advised fund to satisfy personal pledges or obligations, or to provide membership or other material benefits to donors. Requests to support events or activities that donors will attend (such as fundraising banquets) cannot be paid from a donor advised fund, even if a portion of the contribution would be tax-deductible if paid directly by the donor.

- Each grant distribution will be accompanied by a letter customized for your fund. The transmittal letter indicates that the grant has come from your fund and asks for the grantee's acknowledgment of receipt. If you choose to be anonymous to any or all of the grant recipients, you must notify JCCF of your preference to remain anonymous on the Grant Recommendation Form.

Making Contributions to a Donor Advised Fund

Making a charitable contribution to a donor advised fund is easy and can be done at any time in a number of ways:

- Send a check payable to *Jefferson County Community Foundation and put your fund name in the memo line or the accompanying letter from you.*
- Securities held by a broker may be delivered to JCCF by wire transfer through The Greater Tacoma Community Foundation. Here is the information your broker will need:

  Broker: E-Trade Financial
  DTC#: 0385
  Broker Telephone: 1-800-825-5723
  Email Help Center: www.etrade.com

  The Greater Tacoma Community Foundation's Account #57574943
  Foundation's CFO: Francie Carr
  Foundation's Telephone: 253-383-5622

  To ensure a smooth process, please contact Kristina Mayer (360.379.3667 / kris@jccfgives.org when you are ready to initiate the transfer. After the stock is received, it is sold immediately and the proceeds are deposited into JCCF's account and credited to the correct fund. JCCF will send you a letter confirming the stock transfer including the number of shares, and fair market value. You can use this letter as substantiation for your individual tax return.

- Jefferson County Community Foundation's Gift Acceptance Policy is located at www.jccfgives.org.

Other Services

- *Personalized philanthropy*: If you are interested in developing a specialized grantmaking plan to accomplish specific outcomes, we are happy to work with you to do so. Our staff is also available to help you learn about the priority needs of our community and how to leverage the impact of your grants by working with other donors.
- *Giving Opportunities*: We can, when appropriate, send along with your fund statement a list of grant opportunities that have been specially chosen to reflect your giving interests. All have been reviewed by staff and are recommended as excellent ways for individual donors and families to support issues they care about or explore new areas. Please let us know if you are interested in receiving unsolicited requests, and in what grantmaking area (Arts and Culture, Civic, Education, Environment, Health, and Social Services).

- *Publications*: We publish an annual report and other informational materials. Please let us know if you do not wish to receive them.
- *Annual Events*: Please be looking for your invitations or event notices.