

I. **Purpose.** The purpose of this Donor Advised Fund Policy (“Policy”) is to guide Benton Community Foundation (“BCF”) board, staff and donors in complying with the law applicable to donor advised funds and with BCF administrative policies while achieving donors’ charitable goals.

II. **Scope.** This Policy applies to all funds or BCF accounts that meet the federal tax law definition of a donor advised fund. Pursuant to federal tax law, a fund will be a donor advised fund if it has all three of the following characteristics:

- The fund is separately identified with reference to the contribution(s) of a donor or donors
- The fund is owned and controlled by BCF
- The donor or persons appointed by the donor have, or reasonably expect to have, the privilege of providing advice with respect to the fund’s investments or distributions

III. **Establishing Donor Advised Funds.** A donor advised fund will be created with a fund agreement between the donor(s) and BCF. Donor advised funds are typically not endowed, allowing the donor advisor to recommend grants made from principal. There is a \$15,000 minimum contribution amount required to establish a donor advised fund and donors must maintain a minimum balance of \$10,000 in the fund to avoid termination of the fund as a donor advised fund. To establish a new donor advised fund, donor may make an initial gift of \$3,000 providing donor understands and agrees (as memorialized in the donor advised fund Agreement) to make annual contributions required to bring the balance to \$15,000 within five (5) years from the date of the initial gift.

Donors may be individuals, families, businesses or charitable organizations. In the fund agreement, donors will appoint one advisor who is authorized to recommend grants from the fund. Donors may appoint one successor advisor who is authorized to act in the event the named advisor is unable or unwilling to act. Changes to the advisor of the fund may be made only in writing by the original donor(s).

Donors are encouraged to name their donor advised fund. If desired, the fund name accompanies distributions from the fund and may be disclosed in annual reports or other publications. The donor advised fund and its donors will be identified to grant recipients unless the advisor requests anonymity on a case-by-case basis.

IV. **Contributions to Donor Advised Funds.** Contributions to a fund are irrevocable. The assets of donor advised funds are owned and controlled by Benton Community Foundation. Contributions may be made, including cash, securities, and other assets, subject to acceptance by BCF. Donors may establish or add to a donor advised fund through a bequest or other estate gift. Contributions may be added at any time and in any amount, subject to acceptance by BCF.

V. **Distributions from Donor Advised Funds.** Donor advisors may recommend grants to qualified charitable organizations as well as school districts, public libraries and other units of government. Qualified charitable organizations include charitable, religious and educational organizations described as public charities (not private foundations) in Section 501(c) 3 of the

Internal Revenue Code. BCF will not approve grants to non-charitable organizations, individuals, or for any purpose prohibited by the Internal Revenue Service.

IRS rules prohibit the following types of distributions from donor advised funds:

- A donor advised fund grant cannot be used to satisfy all or a portion of any pledge or other financial obligation of the donor, advisors or any related parties. Advisors may recommend that a grant be paid out over multiple years, subject to BCF's grant approval and annual due diligence.
- Grants from a donor advised fund cannot result in the donor, advisors or any related parties receiving goods or services or any benefit that is more than incidental. Prohibited benefits include event tickets, memberships, meals, preferred parking, preferred seating, discounted merchandise or other preferential treatment from a donee organization.
- Donor advised funds may not make any grants to individuals, such as scholarships, emergency hardship grants or disaster relief grants. This includes payments directly to an individual or to an entity for the benefit of a specified individual (e.g., to a university for a scholarship for a particular student). If donors wish to grant scholarships, a different type of fund can be established.
- Donors, advisors or any related parties may not receive grants, loans, compensation or similar payments (including reimbursements for travel, lodging or other expenses) from a donor advised fund.

A donor advised fund allows the donor to recommend grants from the fund to any qualified charity or charities, whether or not said charity or charities serve Benton County. However, we require that at least 3% of the total annual grants made from each donor advised fund benefit Benton County. This can be achieved in three ways:

- The donor may elect to recommend a grant to a Benton County charity (ensuring that the amount of the grant is at least 3% of the total grants made from the fund for the year);
- If none of the donor's intended charitable beneficiaries serve Benton County, the donor may simply direct that 3% of the annual distributable income from the fund will be transferred to the pass-through Community Fund for use in BCF's competitive grant cycle for Benton County charities; or,
- The donor may elect to name BCF as the recipient of 3% of the fund's annual distributable income to be used where needed most as determined by the Board of Directors.

Donor advisors may make grant recommendations by completing, signing and submitting the form provided by BCF at the time the fund was created. The minimum amount for a grant from a donor advised fund is \$500. Unless otherwise restricted in the agreement, grants may be recommended out of the original principal, as well as accumulated investment earnings, if any.

Grant recommendations can be made at any time during the year. Once a grant recommendation is received, BCF staff will perform due diligence to verify that the organization is a qualified charity or unit of government, and then calendar the recommendation for review by the Board of Directors at a regular monthly meeting. Benton Community Foundation, in accordance with tax law, retains final discretion over disbursements from all donor advised funds.

Unless other arrangements have been made (e.g. anonymity requested), the grant letter will indicate that the contribution is from the named donor advised fund and that it has been given upon

the recommendation of the named advisor. The recipient organization is encouraged to acknowledge the gift to the advisor and also to BCF. Additional language confirms that no benefits have been offered or provided to the donor, advisor or related parties in connection with the grant. If the recipient organization publishes a news release or a list of donors, it is asked to indicate the contribution as a grant from the named donor advised fund of Benton Community Foundation.

Advisors are not required to recommend grants from their fund on an annual basis, but a fund will be subject to termination as a donor advised fund if annual distributions of income have not been made for more than 24 months. If a grant is recommended that would reduce a fund's balance below the \$10,000 minimum, the grant payment will be withheld pending discussion with the fund's advisor. If the advisor does not plan to replenish the fund for future grant making, the donor advised fund will become an endowed fund of BCF in accordance with Section VI below.

VI. Termination of Donor Advised Funds. A donor advised fund will terminate in the following events:

- At such time as the last person authorized to act as advisor is unable or unwilling to act in such capacity or voluntarily relinquishes the right to act as advisor.
- If the amount held in the fund falls and stays below the \$10,000 minimum balance required for a period in excess of 90 days, but only after a 30 day written notice is provided to the current advisor.
- If the currently appointed advisor of the fund fails to recommend grants for a period in excess of 24 months, but only after a 30 day written notice is provided to the current advisor.

Upon termination, funds in a donor advised fund will become an endowed fund of BCF and the Board of Directors will determine the amounts to be distributed from the fund as well as recipient organizations in accordance with the donor's intent stated in the donor advised fund Agreement.

V. Administration of the Donor Advised Funds. BCF shall hold, manage, invest and reinvest donor advised funds and shall pay and disburse the distributable amount for public educational and charitable uses and purposes, in accordance with BCF's Articles of Incorporation, By-Laws and Policies in effect, as amended from time to time. BCF will assess an annual administrative service fee to be deducted from each donor advised fund on a monthly basis. The Board of Directors will, from time to time, set and review the fees assessed on donor advised funds. If the Board of Directors determine the annual fees should be revised, BCF staff will notify the Donor Advisors.

*Approved by the Board on April 18, 2013
Reviewed and Approved with no revisions on 7/16/2015
Slated for review 7/2016*