



CHARLOTTESVILLE AREA
COMMUNITY
FOUNDATION

Donor-Advised Fund Handbook

Contact Us

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How to use your Donor-Advised Fund

Thank you for choosing the Community Foundation as your partner in philanthropy. We hope you will find that your donor-advised fund (DAF) offers you a simple, flexible way to support the organizations and causes that you care about. This handbook is designed to answer some questions you may have about your fund and introduce you to the many services we offer for fund holders.

How do I make grants out of my fund?

You can submit grant requests by:

1. Using our [online portal](#)
2. Emailing, calling, or meeting in person with your relationship manager
3. Mailing in a completed grant recommendation form

When emailing or calling your relationship manager it is helpful to include the following information: organization's name, mailing address, amount you'd like to send, and the purpose of the grant. Including the EIN is also helpful in the event that there are multiple organizations with similar names.

Grants can be designated for a specific purpose or left unrestricted. The minimum grant amount is \$250. We typically process all requests once received within ten business days. Your relationship manager will reach out to you if any additional information is needed for your request(s).

How do I add money to my fund?

The most common ways to replenish a fund are with gifts of cash or appreciated securities. We suggest when gifting securities during November and December that you start the process early to avoid the year-end rush. Other people can give to your fund as well using your fund's personalized giving page.

Visit <https://cacfonline.org/donate> or contact us to learn more about giving options available to you. You can also donate a variety of non-cash assets. Please reach out to your relationship manager to review how you would like to make a gift of non-cash assets. If you would like to engage in fundraising efforts, please refer to the [fundraising policy below](#) and speak with your relationship manager.

● How will I know if an organization is eligible to receive a grant?

Your relationship manager researches and verifies the eligibility of every organization to ensure your grant will comply with federal guidelines and best practices. The Community Foundation conducts Due Diligence and adheres to an Anti-Hate Policy to ensure recommended grantees meet IRS guidelines and are not engaging in hate crimes or speech that does not reflect our values around the equitable and just treatment of humans and community members.

The Due Diligence steps include:

- Checking to confirm status as 501c3 organization in GuideStar.
- Confirming the recent filing of 990.
- Reviewing information provided on the organization's website to confirm the organization's mission and work is for charitable purposes.
- Screening to identify hate or terrorist groups using resources such as the Southern Poverty Law Center's Hate Map and Office of Foreign Assets Control (OFAC).

The Governing Board has adopted a policy that prohibits grants for the following purposes:

- Grants to individuals, including grants payable to a school, college, or university for the benefit of an individual;
- Grants or other payments, including expense reimbursements, to donors, advisors, and related parties;
- Grants for which the donor, advisor, or any related party receives any goods or services in return;
- Grants to fulfill a donor advisor's personal pledge;
- Grants to any organization then listed on the Southern Poverty Law Center's Hate Map, as that list may be titled or revised from time to time, or any other list at the discretion of the Audit and Compliance Committee and/or the Governing Board;
- Grants that do not meet the criteria, outlined in the "Donor-Advised Fund Due Diligence Process";
- Grants for a purpose that is not charitable;
- Grants to a private non-operating foundation.

In some instances, the foundation may identify information when conducting due diligence that warrants deeper inquiry to verify whether the mission and activities of the organization conflict with the mission of the Community Foundation. The Community Foundation's equity commitment seeks to realize communities in which everyone thrives. This mission requires our organization to carefully analyze barriers to inclusion, belonging and participation that are experienced by different people.

Unfortunately, in our society and across our collective history, these barriers to belonging are often based on immutable characteristics, including ethnicity, race, gender, ability, geography, religion, and others. They can take the form of public policies that prevent or severely limit access to basic essentials, education, financial assets, healthcare, housing, community resources and amenities, and participation in democratic processes, among others. The Community Foundation will not facilitate grants to organizations that actively and willingly contribute to structural inequities and racism. These include organizations identified as hate or terrorist groups, as well as organizations whose activities, advocacy, and practices promote or result in the systematic exclusion of groups of people based on immutable characteristics.

If the initial due diligence process results in questions, a team member will inform you that there is additional due diligence required. At that time, you may decide to retract the request for approval. If you would like a formal review from the Audit and Compliance Committee, staff will forward the information collected from the initial due diligence for their review and a deeper analysis.

How often can I request grants out of my fund?

As often as you'd like to! There are no requirements for distributions out of your fund. If you'd like suggestions on how to strategically use your DAF, your relationship manager would be happy to help!

As a reminder, the foundation considers a fund inactive if there are no contributions in or distributions out after 24 months. At this time, we will contact you to request additional information about the status of your fund. Please refer to the fund policies and procedures for more information.

What if I want to close my fund?

Should you choose to close your fund, you may recommend closing a fund by granting up to 100% of the fund balance to a qualified charitable organization, including any of the foundation funds (e.g., field of interest funds, endowment funds, operating funds). Such recommendations must be received in writing, and, if approved, funds will be disbursed in accordance with the foundation's current grantmaking policies and applicable laws and regulations. After there is a request to close a fund, distributions will be based on the prior month-end's valuation, net of fees. Distribution will be made within 15 business days. Endowed funds are permanent and cannot be closed. Please see the attached Fund Closure Request.

What kinds of organizations can I support through my fund?

501(c)(3) public charities, religious organizations, schools, government entities, and even some foundations are all eligible to receive grants from your fund. Grants cannot be made to individuals. You may recommend a grant that satisfies a personal pledge, but the DAF advisor cannot make any reference to the existence of the pledge when it makes the grant (i.e., in the grant purpose section, check memo or cover letter.) In addition, no donor or advisor may receive, directly or indirectly, any benefit that is more than incidental on account of the grant, and no donor or advisor may attempt to claim a charitable contribution deduction for the grant. Grants cannot be made to pay for tickets to fundraising events, galas, or auctions if they are not fully tax-deductible or to cover membership costs/fees. If you'd like to make a grant to an international organization, please contact your relationship manager to discuss available options. In some instances, your relationship manager may need to complete a process of expenditure responsibility to satisfy the foundation's IRS requirements and will notify you about this process.

Can I remain anonymous?

Yes. Each time you request a grant you have the option to have your fund's name withheld from the letter we send to the organization. If either calling or emailing a request, please let your relationship manager know you'd like to remain anonymous. If submitting a grant request online please be sure to mark anonymous.

How long does it take for my grant requests to be processed?

We typically process all requests once received within ten business days. Grant checks are mailed each Wednesday. If your request reaches us by noon on Tuesday, the grant check can be sent out that same week. Holidays may affect this schedule. The end of year period of November to December is an exceptionally busy time for grantmaking, so we send reminders at the end of the year for our check cut-off date which is typically the third Tuesday of December.

Will I receive fund statements?

We send statements for donor-advised funds four times a year, at the end of each quarter. You also have 24/7 access to up-to-date fund information online through the portal.

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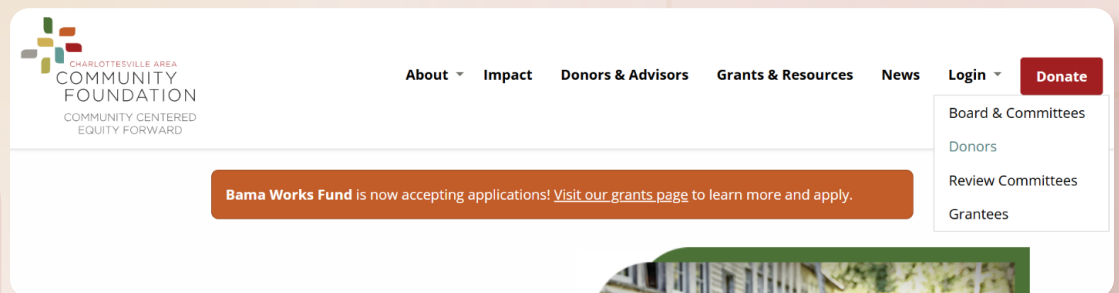
How to access your fund information online

You can access all fund information via our online portal. If you've lost or forgotten your login credentials, contact your relationship manager.

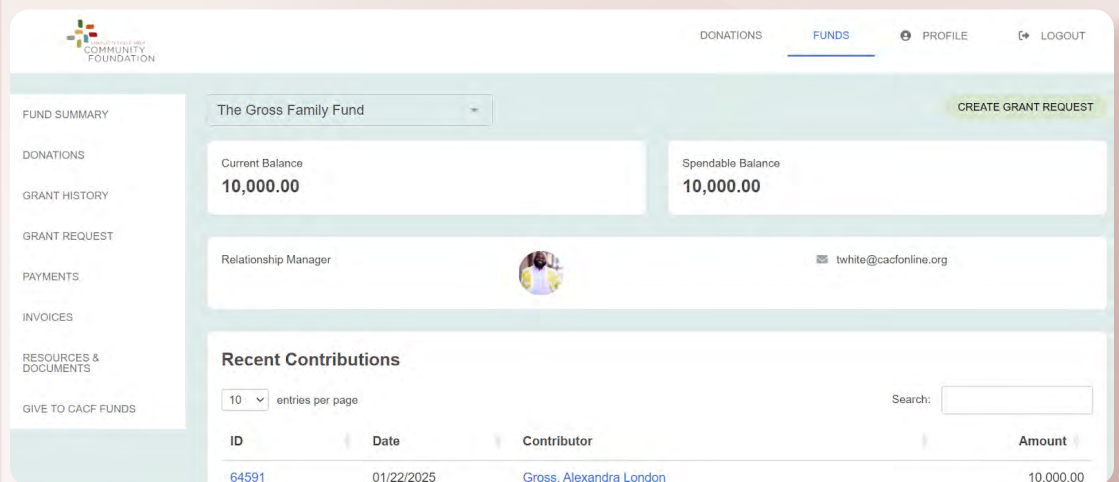
Accessing your fund information online

Step 1. Visit cacfonline.org and click on Login, then Donors at the top right of the page.

Step 2. Enter your login credentials – your email address and password. Then select how you'd like to receive the multi-factor authentication code. Enter that number to complete logging in.

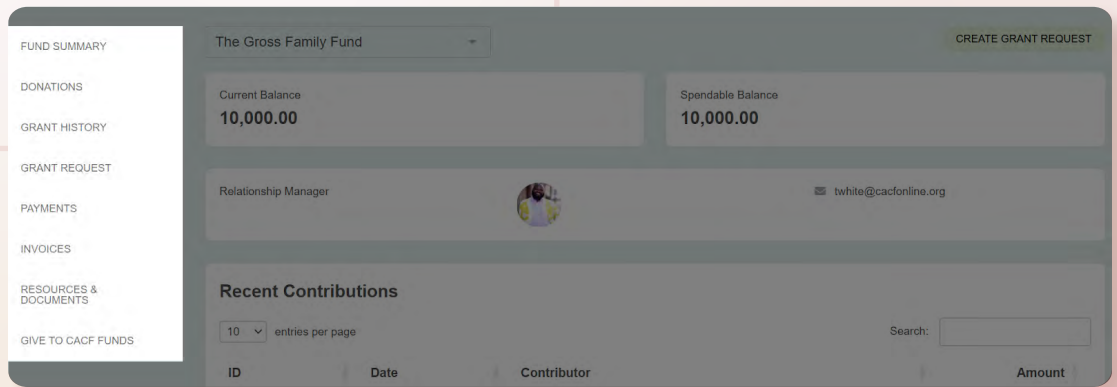


Once logged in, click on the fund name you'd like to access. In some cases, you might have access to multiple accounts.



The main screen provides a summary of your fund's activity, including recent contributions and grants.

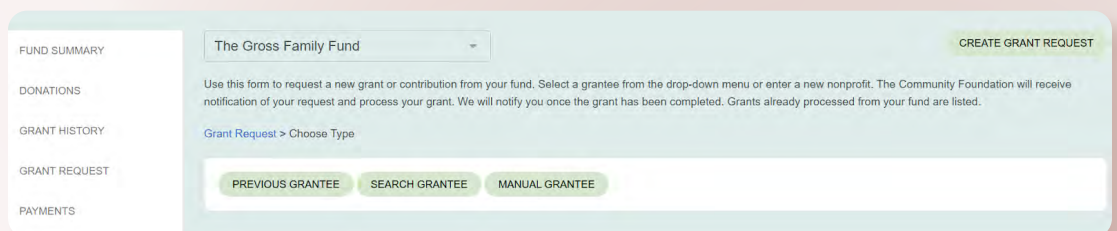
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The **left-hand column** allows you to **access more detailed information** about your fund.

- **Donations** – Here you'll find all the money that was contributed into your fund.
- **Grant History** – Provides lists of the grants made from your fund. The top navigation bar allows you to find more detailed information about your grantmaking history.
- **Grant request** – Here you'll find grants listed out by date, including any that are pending.
- **Payments** – Some types of funds might have payments made out to committee members or vendors; you'll find a list of these transactions under payments.
- **Invoices** – Here you'll find any non-donation type of payments into your fund, such as a cancelled or reimbursed grant.
- **Resources & Documents** – This is where your fund statements and tax receipts can be found. Please let your relationship manager know if you'd like to access tax receipts online.
- **Give to CACF Funds** – Lists all of the public funds at CACF. Some of these are agency funds, donor advised funds, and CACF's funds for our public grantmaking and daily operations.

To request a grant:



When you click on **“Create Grant Request”** in the **top right corner**, you'll see **three options** for searching.

- **Previous Grantee** – Here you can search for organizations you've donated to in the past. As a default, the funds managed by CACF will appear first. If this is your first time creating an online grant request, please use the Search Grantee function.

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- **Search Grantee** – This allows you to search our database of grantees by name or EIN. In some cases, the spelling of an organization’s name may not have an automatic match. Searching by EIN can provide more accurate results if that information is available to you.

Grant Request > Choose Type > Search

Search Results for "york city parks"

CHARLOTTEVILLE AREA COMMUNITY FOUNDATION RESULTS CANDID RESULTS

Name	Address	EIN
No results found, please check Candid Results button above		

0 - 0 of 0

Search for Grantees

Grantee Name
york city parks

City State

EIN

SEARCH

If there are no results found, try clicking on Candid Results for a national search of organizations. This search allows our team to have the most accurate information.

Grant Request > Choose Type > Search

Search Results for "york city parks"

CHARLOTTEVILLE AREA COMMUNITY FOUNDATION RESULTS CANDID RESULTS

Name	Address	EIN
CREATE REQUEST York City Parks Conservancy	PO Box 1912 York, PA 17405	23 3066098
CREATE REQUEST York City Dollars for Scholars, Inc.	PO Box 2261 York, PA 17405	46 5072652
CREATE REQUEST City Church York	PO Box 7312 York, PA 17404	26-3939709
CREATE REQUEST City Parks Foundation	830 5th Ave New York City, NY 10065	13-3561657
CREATE REQUEST York City Derby Dames	1730 Paulson Dr York, PA 17406	46-5043622

- **Manual Grantee** – If you are unable to find the organization through the Search Grantee function, you can manually enter the organization’s information. The more information you’re able to provide, the better it is to ensure your funds are directed correctly.

Grant Request > Choose Type > Search

Search Results for "york city parks"

CHARLOTTEVILLE AREA COMMUNITY FOUNDATION RESULTS CANDID RESULTS

Name	Address
CREATE REQUEST York City Parks Conservancy	PO Box 1912 York, PA 17405

Once you’ve found the organization you’d like to make a grant to, click on the create request button.

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Grant Request > Choose Type > Create Request

Grant Request

Grantee York City Parks Conservancy

Additional Grantee Contact

Description 25/255 characters

Amount

Anonymous

Recurring

Attachment No file chosen
(or drag and drop anywhere on the page)

Attachment Description

Payment instructions or FYI

From here, please include a description of the grant purpose (in many cases this might be general support), the grant amount, and any additional information important for our team to know about the request. Once you've entered this information, click review.

Grants

Request Date	Status	Recipient	Description	Amount	
02/24/2025	Request	York City Parks Conservancy	General operating support	5,000.00	<input type="button" value="CANCEL"/>

You will then have the opportunity to review the information you've submitted and make any changes. If the information is correct, please click Submit Request and then Continue. You'll see the status as Request until the finance team process the request.

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Understanding your fund statements

Fund statements are made available on a quarterly basis. Statements are available through the online portal or mailed directly to you.

Quarterly Fund Statement breakdown

The Quarterly Fund Statement includes information about the fund activity in the three-month period indicated on the statement. Each statement includes information about contributions and distributions from the fund, investment activity, and fees associated with the administration and investment of the fund.

The information provided includes:

- **Contributions** - Money that has been added to the fund balance. Investment Interest & Dividends - Investment returns contributed to the fund balance based on underlying investment activity. The amount is based on the fund's proportionate share of the investment pool.
- **Realized Gains/Losses** - Investment profits or losses made from selling assets as part of the underlying investment activity. The amount is based on the fund's proportionate share of the investment pool.
- **Unrealized Gains/Losses** - Investment gain or loss in the value of an asset that has not yet been sold as part of the underlying investment activity. The amount is based on the fund's proportionate share of the investment pool.
- **Administrative Fee** - The fee assessed by the Charlottesville Area Community Foundation to support the administration of the fund, including the processing of contributions and distributions, staff oversight of the investment pool, and overall foundation operations. This fee is a percentage of the market value of the fund and is established at the time that the fund is established. The fee is assessed monthly. The foundation establishes and publishes a fee schedule based on the type of fund and fund activity.
- **Distributions** - Money that has been requested to be disbursed as grants that are paid out from the balance of the fund.
- **Ending Balance** - The balance of the fund at the end of the period, net of fees and expenses. The ending balance presented on a fund statement does not include a reduction for future installments of recurring grants that may be planned.

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- **Fund-Related Expenses** – Expenses that are connected to fund transactions or a result of underlying investment activity. For funds that receive online contributions to their fund, the credit card fees for those transactions will appear in this category. From time to time, there are investment-related taxes that are charged to the entire investment pool based on the underlying investment activity. These may be state taxes or unrelated business income taxes (UBIT). These taxes vary from year to year. When they are assessed, they appear in this category. These taxes are charged to the entire pool and proportionately assessed to the funds that are invested in that pool.
- **Investment Management Fee** – The fee assessed by the Outsourced Chief Investment Officer firm that is contracted with the foundation to manage the investment assets. This fee is a total fee that includes the firm’s fee to oversee the management of the assets and the fees of the individual underlying managers in the portfolio. The total investment management fee is assessed to the balance of the entire pool, and individual funds pay a proportionate share of the fee.

Note: When there is no activity in one of these categories during the period, the category will not appear on the statement. For example, if there were no contributions made in a quarter, the statement will not include that line item. Similarly, if there were no taxes assessed to the investment pool (and proportionately to the individual fund), the fund-related expenses category will not appear on the statement.

The foundation team has structured the fund statements to provide fundholders with a transparent accounting of the activity and costs associated with administration and investment of individual funds. It is important to also note that information in the statement is based in part on market value estimates of certain underlying assets when investment managers have not confirmed final valuations of those underlying assets by the reporting deadline. As a result, the actual value and performance of those assets may vary from the estimated value and performance reported in a given fund statement. When there are differences between the estimates and actual numbers, the foundation reports that difference in a subsequent period once the final valuation becomes available.

Every fund at the foundation is assigned a relationship manager. The name and contact information for the relationship manager is located at the bottom of the statement. **If you have any questions about your fund or the quarterly statement, please reach out to your relationship manager for support.**

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How we are supporting your philanthropy

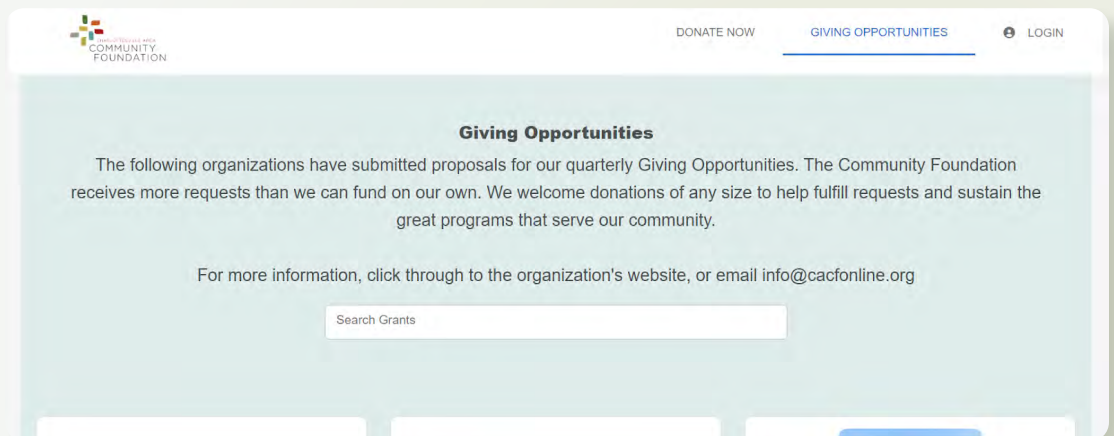
The foundation's staff are available to partner with you in how you'd like to engage with philanthropy. Our services can include creating a plan for engaging your family members, identifying impact areas and organizations aligned with your interests, and developing your charitable legacy.

Engaging your family in philanthropy

Many fund holders involve their children or other family members when deciding which charities to support through their donor-advised fund. Our staff can suggest ways to guide your conversations with family around philanthropy, the role your fund has in your charitable giving and how other family members can be a part of it. We are also available to facilitate family meetings, craft mission and vision statements for families, and help to bring your children into the culture of giving in an age-appropriate way.

Giving Opportunities/Grants Catalog

Organizations have an opportunity to share information - in their own words - about current projects or funding needs with the foundation's fundholder community. The Grants Catalog houses these opportunities directly in the Fund Advisor Portal. Once you're logged in, you can make grants from your DAF seamlessly or use another payment option. The catalog is updated on a quarterly basis that coincides with fund statements. If there is a project that you're interested in supporting, please be sure to donate before the end of each quarter.



The screenshot shows the 'Giving Opportunities' page on the Community Foundation website. At the top left is the Community Foundation logo. To the right are links for 'DONATE NOW', 'GIVING OPPORTUNITIES' (which is underlined), and 'LOGIN'. The main heading is 'Giving Opportunities'. Below it is a paragraph: 'The following organizations have submitted proposals for our quarterly Giving Opportunities. The Community Foundation receives more requests than we can fund on our own. We welcome donations of any size to help fulfill requests and sustain the great programs that serve our community.' Below this is a line of text: 'For more information, click through to the organization's website, or email info@cacfonline.org'. At the bottom is a search bar with the placeholder text 'Search Grants'.

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● Creating a charitable legacy

Opening a fund with us during your lifetime can be the first step to leaving a lasting legacy in our community. How your fund operates after you pass away is up to you – let us help you plan for it.

Options include naming successor advisors, setting up annual grants for your favorite charities in perpetuity, or creating an endowment that will provide ongoing support for our community's changing needs over time. We offer services to guide you through the discernment process and help ensure your charitable legacy endures. Contact us today to define a succession plan for your fund and discuss legacy planning options that are right for you.

Attachments:

[Grant recommendation form](#)

[Transfer instructions: ACH & Wire](#)

[Transfer instructions: Securities](#)

[Fundraising policy](#)

[Fund Closure Request Form](#)