

# Donor Advised Fund Guidelines

## Grant Recommendations

With your Donor Advised Fund, you remain active in the grantmaking process. You recommend the nonprofit organizations and programs that you wish to support through your fund.

Distributions from the fund to charity are known as grants. Grant checks generally are issued within one week of the approval of the request and will reflect the name of the fund unless anonymity is requested.

Donors can recommend a grant by using our online platform for Donor Advisors or by emailing recommendation details to Nicolette Rea, JD, Director, Donor Relations, at [nrea@cftampabay.org](mailto:nrea@cftampabay.org). All grants must be used for purely charitable purposes.

The following requirements must be followed when making a grant recommendation:

- Pre-existing commitments (pledges) cannot be assumed by the Community Foundation Tampa Bay. To support a nonprofit organization's fundraising campaign efforts, donors should not obligate their donor advised fund with a pledge, but rather note, "It is my/our intent to recommend distributions in future years from my/our donor advised fund with the Community Foundation."
- Donors, advisors, or any related parties may not receive tangible benefits from a grant; these include items such as meals, concert tickets, golf tournament entries, museum membership benefits, etc.
- Donors, advisors, or any related parties may not receive grants, loans, compensation, or similar payments (including expense reimbursements) from donor advised funds.
- The Pension Protection Act of 2006 prohibits donor advised funds from making any grants to individuals such as scholarships, emergency hardship grants, or disaster relief grants. This includes checks written directly to an individual or checks written to an entity for the benefit of a specific individual. For example, a grant to a university for the benefit of a designated student is prohibited.
- The Community Foundation strives to process your grant recommendations as quickly as possible. Most grant recommendations can be processed within one week. However, if additional due diligence is required to verify an organization's charitable status, it may take more time to finalize your request.
- All grant recommendations are subject to the Community Foundation's due diligence procedures and ultimate approval by the board of trustees.
- Grants made to agencies based outside of the U.S., private nonoperating foundations, and agencies not recognized as a 501(c)(3) by the IRS require additional due diligence to determine whether grants can be made from Community Foundation donor advised funds. Ask us how!

**We look forward to helping you meet your philanthropic goals through your donor advised fund at the Community Foundation Tampa Bay. These guidelines and tips are to remind you of the possibilities available to you through the use of your fund.**



# Donor Advised Fund Guidelines

## Adding to Your Fund

You can make additional contributions to your fund at any time in several ways:



**BY PHONE:** If you have any questions or prefer to make your gift by phone, contact Patti Strippoli, Donor Relations Coordinator, at [pstrippoli@cftampabay.org](mailto:pstrippoli@cftampabay.org) or (813) 609-4862



**CREDIT CARD OR ACH:** You can contribute to your fund with a credit card or a direct transfer from your bank account in the secure online donor platform, the same place you make your grant recommendations. You can access the online platform by clicking "Fundholder Login" at the top of the homepage of the website: [cftampabay.org](http://cftampabay.org)



**CHECK:** You can give by sending a check to: Community Foundation Tampa Bay  
4300 W. Cypress St.  
Suite 700  
Tampa, FL 33607

Checks should be made out to the Community Foundation Tampa Bay with the name of the fund in the memo field

For cash wire, contact Nicolette Rea, Director, Donor Relations, at [nrea@cftampabay.org](mailto:nrea@cftampabay.org) or (813) 609-4855



**PUBLICLY TRADED SECURITIES:** For more information on gifts of publicly traded securities, contact Nicolette Rea, Director, Donor Relations, at [nrea@cftampabay.org](mailto:nrea@cftampabay.org) or (813) 609-4855



**COMPLEX ASSETS:** For more information on non-traditional gifts such as real estate, privately owned securities, or estate gifts, please contact Sheila Kinman, Senior Vice President of Philanthropy, at [kinman@cftampabay.org](mailto:kinman@cftampabay.org) or (813) 609-4857



**ESTATE GIFTS:** Your Donor Advised Fund can accept charitable bequests designated through your estate



**TAX INFORMATION:** Our EIN is 59-300185



COMMUNITY FOUNDATION  
TAMPA BAY

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