

# Donor Advised Fund Guidelines

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The following Donor Advised Fund guidelines have been established to govern the handling of Advised Funds, in a manner consistent with the purposes of the Foundation and in keeping with tax laws.

1. Advised Funds are components of the East Bay Community Foundation and are fully subject to the terms and conditions of its governing instruments.
2. The donor, or another advisor named by the donor when a fund is established, submits grant recommendations to be made from the fund.
3. Donor recommendations are typically processed within two weeks.
4. The Foundation may call advisors' attention to special community needs and programs and invite participation in special program initiatives. The Foundation's program staff is always available to consult with fund advisors.
5. Grants from Advised Funds may not be used to satisfy a binding pledge made to a charity by a donor or to pay for a membership or dues or anything else that might be perceived as giving material benefit to the donor, the donor's family or business. Grants may not be made to support galas, benefits, fundraisers, or other events which would yield a benefit such as tickets or material goods to EBCF or any donor.
6. Typically, grants from Advised Funds are made only to nonprofit organizations exempt from Federal taxation under section 501(c)(3) of the Internal Revenue code. Except in the case of scholarship and award programs which meet IRS criteria, grants may not be made to individuals or to agencies for purposes designed to benefit specific individuals.
7. Grants are made in the name of the fund from which they are paid. When requested, however, the donor's anonymity will be strictly preserved.
8. In most cases, advisory relationships may be assured for multiple generations. To the extent feasible, the Foundation will attempt to keep succeeding generations of family members involved with the fund and its use.
9. Donor Advisors are encouraged to make recommendations of grants in the amount of \$300 or more. If the donor wishes to make a number of smaller grants regularly, a special fee may have to be assessed because of the costs of processing such grants.
10. Investment fees may be charged to the fund, depending upon the investment option selected by the donor. The fund's administrative fee may vary in relation to the complexity of the fund. The Foundation works with each donor to determine all applicable fees.

As a catalyst for giving, community problem solver and convener of community groups and agencies, the East Bay Community Foundation is committed to promoting the betterment of the East Bay community and to improving the quality of life for all its citizens. Our donor advisors are an important part of the East Bay Community Foundation family and are encouraged to join us in all facets of these efforts.

