

# DONOR-ADVISED FUNDS INFORMATIONAL PACKET

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Thank you for your interest in our organization. Your participation will be administered by GiveSendGo Charities, a 501(c)(3) public charity.

Please review the following form and proceed to our online application.



**This packet contains:**      Overview Welcome Letter  
   Guidelines & Policies  
   Forms & Recommendations

Dear Interested Philanthropists,

Welcome to GiveSendGo Charities! We are delighted by your interest in establishing a Donor Advised Fund (DAF) with our organization. Your dedication to making a positive impact through charitable giving is commendable, and we are honored to be part of your philanthropic journey.

At GiveSendGo Charities, our mission is to empower individuals like you to maximize the impact of their donations. Through our DAF program, we offer a platform for donors who wish to contribute \$10,000 or more, providing greater control over how their funds are directed. This program enables you to select trusted advisors and allocate your donation to support causes that align with your values.

We believe in the power of intentional giving and the freedom it brings. By establishing a Donor Advised Fund with us, you can support verified 501(c)(3) organizations of your choice or direct funds into our GiverArmy Charitable Causes. These causes allow you to nominate campaigns on GiveSendGo.com to be recipients of grants, further amplifying your generosity and helping more people in need.

We have prepared an information packet accompanying this letter to ensure you have a comprehensive understanding of our DAF program and its benefits. It provides detailed insights into our program's guidelines, fund investment, eligible grant purposes, reporting procedures, and other essential aspects. We encourage you to review the packet thoroughly to fully grasp how we administer the funds entrusted to us.

Your philanthropic journey is personal and unique, and we are committed to supporting you every step of the way. Our dedicated professionals are here to provide guidance and answer any questions you may have as you consider establishing your Donor Advised Fund.

Thank you once again for considering GiveSendGo Charities as your partner in philanthropy. Together, we can accelerate generosity and create lasting change in our communities. We eagerly anticipate the opportunity to work with you, making a significant impact and improving the lives of those in need.

Please take the time to review the information packet thoroughly, and when you feel ready, we invite you to proceed with the Donor Agreement Application. Please do not hesitate to contact our team if you require any assistance or have any questions.

With warm regards,  
Hudson T. Wells  
Executive Director  
GiveSendGo Charities  
**Mission Statement:**

Our mission is to empower philanthropists to make a meaningful impact through strategic and intentional giving. We provide a platform for establishing Donor Advised Funds, enabling individuals to support causes they care about and contribute to the betterment of communities.

**Vision Statement:**

Our vision is to be a catalyst for generosity and change, inspiring philanthropists to embrace their giving potential. Through our Donor Advised Fund program, we aim to foster a culture of purposeful giving, where individuals have the freedom to direct their funds towards verified 501(c)(3) organizations or our GiverArmy Charitable Causes. We envision a world where philanthropy transforms lives, amplifies compassion, and creates lasting positive change.

**Donor-Advised Fund Donations:**

All donations made to a Donor Advised Fund are tax-deductible to the full extent of the law. You will promptly receive a tax receipt attached to a thank you email upon donating. Please note that all donations to a DAF are NON-REFUNDABLE.

## Guidelines for Fund Agreement

**Name of the Fund:**

Each fund will be given a unique name provided by the Lead advisor. The Fund's given name shall be identified as such by the Charity and its Board of Directors in the course of administration and distribution thereof. You can include your name or remain anonymous. Examples: James Family Charity, Pay It Forward Fund

**Fund Advisors:**

Each fund must have one or more recognized advisors to the Fund. An Advisor is authorized to recommend grants from the established Fund. If more than one Advisor is named, grant recommendations will be coordinated through the Lead Advisor and submitted to the Charity. Any Advisor may recommend to the Lead Advisor distributions from the Fund.

**Successor Advisors:** The Donor may name one or more Successor Advisors to the Fund to act upon the death, resignation, refusal, removal, or inability to act of the last designated Advisor(s). At any time the Fund has multiple Advisors, the Fund Advisors shall select a Lead Advisor who will transmit grant recommendations to the Charity. It is understood that if no Advisor is able and willing to act, the Charity's Board of Directors shall make decisions without an Advisor in accordance with its "Inactive Fund Policy."

**Advisor Recommendations and Unavailability:** The current Fund Advisor(s) may recommend grants (from any potential income and principal) and other administrative matters unless otherwise noted herein. If two or more advisors are named, any of them may act alone. Upon the death, resignation, or incapacity to serve of the Lead Fund Advisor (or the surviving Fund Advisor if two or more individuals have been named), the Successor Advisor(s) will then advise the Fund. If two or more persons are eligible to

be successors, then a recommendation by a majority of such persons shall constitute an effective recommendation for consideration by the Charity unless otherwise noted. If the persons named in the application form cannot advise and consult with the Charity due to death, resignation, or incapacity to serve, the Charity shall use the principal and income from the Fund for charitable, educational, religious, or scientific purposes.

### **Contribution Information**

The Charity acknowledges receipt of the amount listed in the Fund Agreement as the initial contribution to the Fund. All parties to this Agreement anticipate that other assets acceptable to the Charity may occasionally be donated to the Fund. The Charity shall appropriately acknowledge such additional contributions. If contributions other than cash are made to the Fund, the Charity must first approve such contributions. All additional contributions shall be administered and distributed in accordance with the terms and conditions of this Agreement.

### **Fund Assets:**

All parties must understand and agree that all assets contributed to the **Fund** shall become an irrevocable gift to the Charity and legal control and responsibility for the Fund rests with the Charity. In carrying out such duties, the Charity shall hold, manage, invest, and reinvest the **Fund**, collect the income, and pay and disburse monies for public, educational, and charitable uses and purposes.

### **Recommended Distributions and Categorical Causes:**

The goal of each DAF is the distribution of the funds. Any advisor may make recommendations for the distribution of the Fund to be reviewed by the Charities governing board to ensure every distribution meets our charitable purposes. Upon approval, Fund advisors will be notified of the approval or rejection of the recommendation.

**Direct Funding:** We have established several Charitable Cause Categories associated with our GiverArmy at our Charity. Our Direct Funding program allows Advisors to nominate campaigns on [GiveSendGo.com](http://GiveSendGo.com) that may be related to the intent of each Cause and may request to provide grant funding toward that Cause for the selected campaign.

**Back-Up Cause Selection:** GiveSendGo Charities established charitable categories noted as "Causes" also serve as a secondary recommendation for fund distribution in the event of any undistributed funds at the end or termination of the DAF. When a Cause is selected, the governing board will direct funds to the selected Cause, and grants will be made to campaigns on [GiveSendGo.com](http://GiveSendGo.com) associated with that cause.

**Ownership of the Fund:** As required by IRS regulations, all grant recommendation is advisory only, and the Charity may, at its sole and absolute discretion, follow or decline to follow the recommendation. If the grant recommendation is accepted, it will be administered by the financial policies and fiduciary standards of the Charity. (see Yearly Distribution Requirements, Distribution and Grants from Donor Advised Funds, and Cause Categories).

**Other Terms:**

The Donor-Advised Fund Policies are attached; signing the Application Form indicates acceptance of these policies. The Donor-Advised Fund Policies are subject to change. The Charity reserves the right to make the final decision regarding distributions from the Fund.

# Policies and Guidelines

**Administrative Fees**

This administrative fee schedule applies to all Donor Advised Funds at GiveSendGo Charities.

*Administrative fees are used exclusively to support our mission-based operations. These fees are your investment in a 501(c)(3) public charity dedicated to increasing charitable giving, educating and connecting donors to community needs they care about, and leading on critical community issues.*

The administrative fee structure illustrates the annual cost of a fund. These fees are assessed to the Fund every year. (A monthly fee equaling one-twelfth of the yearly fee, based on the average fair market value of Fund assets for the month. There is no fee if there are no assets in the Fund for the entire month.) The annual fee is prorated for newly established funds over the remainder of the year.

| Yearly Investment    | > \$10,000    | \$10,001 - \$1,000,000 | < 1,000,000   |
|----------------------|---------------|------------------------|---------------|
| Admin Fee Percentage | 3%            | 2%                     | 1%            |
| Minimum Fee          | \$250         | \$500                  | \$10,500      |
| Outgoing Grant Fee   | 2%            | 1%                     | 0.25%         |
| <b>EXAMPLE</b>       | <b>DAF #1</b> | <b>DAF #2</b>          | <b>DAF #3</b> |
| Yearly Investment    | \$4,000       | 60,000                 | 1,250,000     |
| Admin Fee Cost       | \$120         | \$1,200                | \$12,500      |
| Fee Charge           | \$250         | \$1,200                | \$12,500      |
| Funds to Account     | \$3,750       | \$58,800               | \$1,237,500   |

For funds receiving a bequest that will be fully disbursed to one or more charities upon receipt, the Charity will assess a one-time 3% fee.

**Contributions to Donor-Advised Funds**

Contributions to donor-advised funds at the Charity are gifts to a public charity and are eligible for the maximum tax deduction allowed by law. The Charity only accepts donations with direct monetary value. Contributions are subject to the Charity's review and approval before acceptance and are irrevocable once accepted. The Charity does not provide legal, tax, or financial advice, so the Charity encourages donors to consult with their professional advisors prior to contributing.

### **Investment of the Fund**

Currently, GiveSendGo Charities only utilizes banking with high-interest rates to minimally grow each fund. GiveSendGo Charities has complete discretion and control over Funds' internal placement and holding. Individual Funds may be pooled with other DAFs to utilize a greater return from interest. Fund activity will be tracked separately, regardless of how the assets are held.

**Income.** All income (including gains) earned on assets held in the Fund will be allocated to the Fund.

**Administrative Fees.** GiveSendGo Charities may assess an administrative fee against the Fund.

**Other Expenses.** GiveSendGo Charities may, in its sole discretion, deduct from the Fund any costs, including legal fees, that GiveSendGo Charities incurs concerning the Fund. Certain grants, intensive due diligence, or Advisor-requested research may incur extra fees.

**Reporting.** GiveSendGo Charities will provide each Advisor every quarter with a report on the status of the Fund. The report will include additional contributions by the initial donor or other donors, earnings on investments, charitable grants from the Fund, and fees deducted. GiveSendGo Charities may provide additional reports upon request.

**Fund Manager:** GiveSendGo Charities maintains all management over account activity through a selected internal Fund Manager. The governing board will select the Fund Manager and be assigned to the DAF at the onset of its creation.

### **Distributions and Grants from Donor-Advised Funds**

#### **Eligible Grant Purposes**

All recommended grants from the Fund must be exclusively for charitable, religious, or educational purposes, as those terms are used in Section 170(c)(2) of the Internal Revenue Code (the "Code") and are to be reviewed and approved by the governing board at GiveSendGo Charities. All grants must also further GiveSendGo Charities's charitable, religious, and educational purposes, as determined by GiveSendGo Charities in its sole discretion. In addition, if the Donor Advised Fund Agreement or communications to donors to the Fund indicate a specific purpose, then all Fund grants must comply with the stated purpose restriction. GiveSendGo Charities may, from time to time, notify the Advisors of suitable grant recipients.

#### **Eligible Grant Recipients**

GiveSendGo Charities will only make grants from the Fund to U.S. charitable organizations that are tax-exempt public charities; U.S., state, or local government organizations qualified to receive tax-deductible charitable contributions, such as state colleges or universities; private operating foundations; or certain non-U.S. organizations. GiveSendGo Charities will not make grants from the Fund directly to individuals. All recommendations from Fund Advisors may not impose restrictions or conditions that prevent us from making distributions from the donor's account that would prevent us from accomplishing our charitable purposes. Grants from the Fund may be allocated to unique funds within the Charity, like our Charitable Causes. Funds

distributed to unique Funds with the Charity must be linked with a charitable cause that furthers the Charities charitable purposes.

### **Restricted Organizations and Purposes**

GiveSendGo Charities will not approve recommendations for grants:

- to non-functionally integrated Type III supporting organizations;
- to supporting organizations that are controlled by or that provide support to organizations controlled by any Advisor or certain family members or affiliates (as defined below) of such people;
- to private non-operating foundations;
- that are for lobbying, political campaigns, or other political activities, or for any purpose that is not entirely charitable. You may designate grants to GiveSendGo Charities to utilize in furthering their mission.

**Direct Funding Program:** Our Direct Funding program allows advisors to DAFs and large donors to nominate specific campaigns on [GiveSendGo.com](http://GiveSendGo.com) that they believe to be charitable in nature and that align with one or more of our charitable causes. If the nominated campaign qualifies, funds will be directed directly to the chosen internal Cause Fund and distributed as a grant to the qualifying campaign. Please review our Direct Funding informational packet to learn more.

### **Yearly Distribution Requirement:**

All individual accounts must have a yearly minimum distribution of 10% from their Funds to maintain their status with us. Suppose no recommendations are given within the fiscal year for distribution. In that case, GiveSendGo Charities will have full authority to distribute up to 20% and at least 5% of funds across all accounts before the end of the fiscal year to the causes that further their charitable purposes.

### **Enforceable Pledges.**

In general, no Advisor may recommend a grant that would discharge or satisfy (in whole or in part) a legally enforceable pledge or other obligation, including a pledge or other obligation of any Advisor or their family members or affiliates.

*“Family members” means spouses, registered domestic partners, ancestors, children, grandchildren, great-grandchildren, brothers, and sisters, as well as the spouses or registered domestic partners of children, grandchildren, great-grandchildren, brothers, and sisters.*

*An entity is an “affiliate” of a person if it is a corporation at least 35% owned (by voting stock), a partnership at least 35% owned (by profits interest), or a trust at least 35% owned (by beneficial interest) by such person and/or such person’s family members.*

### **Return Benefits.**

No Advisor may recommend a grant that would cause or enable any Advisor or family members or affiliates of such people, to receive a return benefit, such as the opportunity to attend a fundraising dinner or event. Grants with prohibited return benefits include so-called “bifurcated”

grants, in which attendance at an event (or the receipt of any other benefit) is paid for separately but contingent on receipt of a charitable contribution or grant.

### **Tax Deductible Grants**

Because contributions to donor-advised funds are eligible for a charitable tax deduction, grants subsequently made from donor-advised funds are not tax deductible.

### **Fund Activity and Fund Statements**

The Charity is responsible for ensuring donor-advised funds are used for charitable grant-making and does not confer any private benefit on the donor or any other person. The Charity monitors donor-advised funds to ensure their activity leads to charitable distributions. The Charity does not have a minimum amount for grants or a maximum frequency of grants. Fund Advisors can suggest grants in any amount and as often as they like. The Charity periodically checks in on donor-advised funds that are not being used to ensure the Charity understands Fund Advisors' plans for their funds. Fund statements showing gift, grant, and investment activity for a donor-advised fund are available through the online donor portal.

### **Termination or Inactive Fund Policy:**

Upon termination of the Fund, any remaining advisory privileges will end. However, before termination, the primary donor may express his or her recommendation to GiveSendGo Charities at any time regarding the distribution of Fund assets upon termination of the Fund.

**No Remaining Advisors.** The Fund will terminate if, at any point, there is no Advisor to the Fund.

**Fund Minimum Balance.** If the Fund balance remains below \$1000 for three consecutive months, GiveSendGo Charities will attempt to notify the Advisor(s). If GiveSendGo Charities does not receive either a grant recommendation or additional funds for contribution into the Fund within 90 days of such attempted notification, GiveSendGo Charities may, in its sole discretion, terminate the Fund.

**Minimum Activity.** When GiveSendGo Charities has received no grant recommendations from any Advisor to a Fund for 12 consecutive months, GiveSendGo Charities will request grant recommendations in each quarterly statement after that. If 18 more successive months pass with no grant recommendations from any Advisor, GiveSendGo Charities may, in its sole discretion, terminate the Fund.

### **Role of Donor-Advised Fund Advisors and Successor Advisors**

At any time during a Founder's lifetime, the Founder(s) may designate one or more adult individuals to be Fund Advisors, as well as Successor Advisors to serve upon the Fund Advisor's (or the surviving Fund Advisor if two or more have been named) death, resignation or incapacity. Each Fund Advisor may individually make recommendations for grants and other donor-advised fund-related matters. Successor Advisors may make recommendations concerning grants for donor-advised funds and must act by a majority unless otherwise noted in the fund agreement. If majority action is required and only two Successor Advisors are serving, they must act by unanimous consent. Unless the Founder(s) have specified otherwise, each Successor Advisor may recommend individuals from succeeding generations to act in their place. The Charity is happy to work with generations of Fund Advisors. If no successor is to be found, all remaining funds will be released to the General Fund of the sponsoring organization.



**Confidentiality and Privacy Policy**

The Charity holds all information concerning our donors and their donor-advised funds in strict confidence. The Charity will only release information about a donor if the donor has given permission or if a government agency or court has the legal authority to request the information. All personal data collected on this form is subject to the Charity's privacy policy, which can be found at [www.givesendgo.org](http://www.givesendgo.org).

**Bequests and Beneficiary Designations**

The Charity can carry out donors' charitable goals beyond their lifetimes. To name a donor-advised fund at the Charity as a beneficiary of a will, trust, life insurance policy, or retirement plan account, the following language may help complete estate planning documents or beneficiary designation forms: After describing what the donor wants to leave to their fund (i.e., a percentage of the estate/trust/ account or a specific dollar amount), please note that it will pass "to GiveSendGo Charities (EIN 88-3776392) for the following component fund: [name of the fund]."

**Fundraising**

The Charity cannot sponsor or reimburse expenses for any fundraising activities or any other events intended to benefit any donor-advised fund and will not be responsible for the collection of any amounts from any benefit, ball, banquet, athletic event, or third-party online fundraising page. The Charity will only be responsible for the proper disbursement of funds received. Any advertising, promotional or other materials must be consistent with this policy.

**Honoring Donor Intent/Variance Power**

The Charity carries out a donor's charitable intent through a donor-advised fund. In rare circumstances, the Charity may determine that the donor's charitable purposes may have become unnecessary, obsolete, incapable of fulfillment, impractical, or inconsistent with the community's charitable needs. In that case, the Charity may need to exercise its variance power to change the fund's charitable purpose. In doing so, the Charity will strive to make distributions consistent with the donor's charitable interests.

**LINKS:**

**OUR WEBSITE: [WWW.GIVESENDGO.ORG](http://WWW.GIVESENDGO.ORG)**