

Information for Agency Endowment Fund Holders

Thank you for establishing an endowment fund at the Community Foundation of North Florida and welcome to the Community Foundation family! We are pleased to provide you with the following information about the logistics of your fund.

Staff Contact Information

Our staff members are here to assist you with your fund. They can be reached at (850) 222-2899 or by email.

- Katrina Rolle, JD President & CEO
krolle@cfnf.org
- Lucia Fontela, Chief Financial Officer
lfontela@cfnf.org
- Laurie Hartsfield Burleson, Sr. Director of Donor Relations
laurie@cfnf.org
- Sarah Stout, Director of Donor Relations
sstout@cfnf.org

Fund Statements

Fund statements can be accessed through our online portal in late January, April, July and October. The statements show activity for the most recent quarter and for the year to date, including contributions, net investment return, grant distributions, administrative fees and other activity.

Adding to your Fund

Once your Fund is established, your Organization and/or your donors may add to your Endowment Fund at any time and in any amount. Please see below for more details.

Is there a minimum size for gifts to our Endowment Fund? No. Gifts of any size may be added to your Endowment Fund.

How will we know if someone contributes to our Endowment Fund? Community Foundation staff will send you an email notification of each contribution made to your agency Endowment Fund. The Foundation will honor the request of donors that ask to remain anonymous.

Do we provide the donor with the appropriate tax deduction thank you letter? CFNF will send the donor the appropriate tax deduction thank you letter. Likely you will also want to thank the donor for adding to your Endowment Fund, but the official letter for the donor's tax deduction purposes will be provided by the Community Foundation.

How can our agency add to its own Endowment Fund? Adding to your Fund is easy and may be done at any time. Simply send a check payable to the Community Foundation of North Florida, designated on the memo line to your Endowment Fund.

How can donors make gifts to our Endowment Fund? Donors may make their gift directly to the Community Foundation as follows:

- A check: made payable to the Community Foundation of North Florida for the benefit of your Endowment Fund noted in the memo line
- A wire transfer of stock, mutual fund or cash: may be made by using the appropriate *Electronic Transfer Form* available by contacting the Community Foundation.
- Other gifts such as real estate, life insurance, charitable remainder trusts, charitable lead trusts, and bequests can be made to the Fund as well: You or your donor may contact the Community Foundation for more information about making a gift of these types.

Donors may also make endowment contributions directly to your agency and you then may forward the contributions on to the Community Foundation.

Is help available from the Community Foundation to finalize a planned gift to our Endowment Fund? Yes. The Foundation's President, Katrina Rolle, is an attorney with an extensive background in estate planning and charitable giving. She is available to assist you in meeting with any of your donors who are interested in making a planned gift to your Endowment Fund.

How can we educate and encourage donors to contribute to our Endowment Fund?

- Start by educating your Board of Directors about your Endowment Fund and how to grow it.
- Create an endowment brochure for prospective donors.
- Include ads and reminders about your Endowment Fund in print materials and on your website.
- Feature stories about donors (with their permission) who have given to your Endowment Fund on your website, newsletter, and other publications.
- Encourage donors to include your organization in their will or estate plan.
- Meet with individual donors to discuss endowment giving. Community Foundation staff is available to meet with your donors to explain exactly how your Endowment Fund works and the advantages of endowment giving.
- Please see the CFNF Endowment Fund Toolkit for more information on these and other ideas.

What is the appropriate bequest language for donors who wish to make a bequest to our agency Endowment Fund? “I give and bequest the sum of \$ _____ [or state a percentage of the residual estate] to the Community Foundation of North Florida Inc., a Florida nonprofit corporation and section 501 (c)(3) tax exempt organization, to be added to the *Organization* Endowment Fund” subject to the terms of the Fund Agreement governing the Fund and to the Articles of Incorporation and Bylaws of the Community Foundation, including the variance power reserved by the Board of Directors to modify any restriction or condition on the distribution of funds for any specified charitable purposes or to specified organizations, if in

its sole judgment such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the area served by the Community Foundation.

Drawing an Annual Distribution from your Fund

When can we request a distribution from our Endowment Fund? You may take a draw from your fund at any time of the year.

How do we request a distribution from our Endowment Fund? To request a distribution, you must log in to DonorCentral which can be accessed from the home page of the CFNF website. Once signed in you can view the available spending balance and make a request. All requests must include a completed and signed *Agency Request for Distribution Form*. This form can be found on our website under the “Nonprofits” dropdown menu in “Forms and Resources” as well as at the bottom of the DonorCentral Welcome Page under “Explore Opportunities”. You may either email a completed scanned copy to Sarah Stout at [sstout@cnf.org](mailto:ssout@cnf.org) or print and mail it to Community Foundation of North Florida, Attn. Sarah Stout, 3600 Maclay Blvd. South, Suite 200, Tallahassee, FL 32312. We will process your request and let you know when the check has been mailed.

What amount may we request each year from our Endowment Fund? During the first quarter of each calendar year, the Community Foundation will notify you of the BALANCE AVAILABLE FOR DISTRIBUTION to your organization during that calendar year based upon the Foundation’s Spending Policy. The Foundation’s current Spending Policy is 4% of the twenty-quarter average market value of your endowment fund.

How quickly will my distribution grant check be mailed? Grant recommendations are processed on the 15th and 30th of each month except in December, when they are processed on the 10th and 20th. If you have an urgent need for a grant to be processed more quickly, please let us know and we will do our best to accommodate your request.

How often can we request distributions from our agency endowment fund? Organizations may request all or any part of their BALANCE AVAILABLE FOR DISTRIBUTION at any time during the year.

Can we re-invest the BALANCE AVAILABLE FOR DISTRIBUTION rather than take it out of our Endowment Fund? Yes. Many organizations elect to re-invest in the early years of their Endowment Fund in order to allow their fund the opportunity to grow and produce greater distributions in later years.

What will happen to our BALANCE AVAILABLE FOR DISTRIBUTION if we do not ask for it and do not direct you to re-invest it? Any BALANCE AVAILABLE FOR DISTRIBUTION remaining in your Fund on December 31 of each calendar year automatically will be added back to principal and re-invested for the benefit of your Endowment Fund.

What can we use the distributions from our Endowment Fund for?

If your Endowment Fund is a general endowment fund for the benefit of your organization, all distributions to you are unrestricted and may be used as your Board determines. If the purpose of your Endowment Fund at CFNF was restricted at the time the Fund was established, then all distributions must be used for the established purpose of the Fund. Please refer to your Fund Agreement for further clarification if restrictions were imposed.

Support and Other Services

Endowment Fund Toolkit: The Foundation has developed a toolkit to provide your organization with guidance and quick reference tools to promote your Endowment to Board members and prospective donors. It includes sample marketing materials, newsletter articles, website text, talking points and more.

Education: CFNF offers a variety of educational opportunities each year to support your endowment building and planned giving efforts. We periodically host webinars and guest speakers to provide you with information on fundraising solutions and opportunities related to growing your endowment.

Annual Report: The Foundation publishes an annual report each spring typically as an insert to the *Tallahassee Democrat*. A copy of the report is also mailed to all fund holders. Past and present issues of the report are available on our website at www.cfnf.org under “About”. Additional print materials and resources are produced and distributed on an ongoing basis.

Annual Investment Forum: This event is held in the fall of each year to inform fund holders about the Foundation’s investment strategy and overall performance. The presentation is lead by the Foundation’s Investment Consultant, Steve Snyder of Comonfund. Members of the Foundation’s Investment Committee are also in attendance to answer questions.

Donor Events and Resources: From time to time, the Foundation provides opportunities for fund holders and friends to come together to celebrate philanthropy and/or learn more about charitable giving and the Community Foundation.

Personalized Support: We are here to help you. Please contact us if we can provide more information about your fund, the Community Foundation, guidance on building your endowment, information for your Board of Directors, and charitable giving in our community.

Thank you for choosing the Community Foundation to accomplish your future sustainability goals. We look forward to helping you make a lasting impact in our community.