

Guidelines for Donor Advised Fund

Minimum Size

The minimum gift amount to open a Donor Advised Fund is \$5,000.

Naming the Fund

It is acceptable for a fund name to include the word "foundation." However, the word "fund" must be the last word in the name. For example, your fund name could be "The Jones Family Foundation Fund."

If there is more than one fund by the same donor, we recommend differentiating the funds with different names.

Fund names may appear in Triple Bottom Line Foundation print materials and Web site. If remaining anonymous is important, a nondescript name may be selected or let Triple Bottom Line Foundation staff know you do not wish to have your DAF publicized.

Advisor(s)

The donor may serve as the advisor or appoint an advisor to recommend distributions. Successor advisors may also be identified. Advisors and successor advisors are identified in the gift application/fund agreement.

Duration of the Fund/Automatic Termination

A Donor Advised Fund *does not* have an automatic termination point. It may survive the initial donor(s) through the assignment of a successor advisor(s). However, the donor and Triple Bottom Line Foundation may agree on termination of the fund based on a specified date or event. We will accept recommendations about how to donate any money remaining in the fund upon termination.

Investments and Returns

The Board of Directors of the Triple Bottom Line Foundation oversees the investment strategy and practices as defined in our investment policy statement.

All investments are managed by the investment committee appointed by the Board. The Triple Bottom Line Foundation uses an investment strategy based on achieving a minimum guaranteed 2% annual return, investing in projects that provide positive social, environmental and economic benefits to society and in keeping with the time horizon of the fund.

Fees

A 1.00% annual charge will be assessed on the first \$1 million, 0.75% on the second million and 0.50% on any balance above two million. The minimum annual fee is \$100.

Donations to the Fund

You may add gifts into your DAF periodically. Cash and marketable securities may be contributed to the fund. The minimum contribution recommended for a single donation is \$500.

Grants

To help us keep our expenses low, a minimum grant distribution to the charity of your choice of \$250 per transaction is recommended.

While there is no annual minimum distribution requirement by the IRS from your DAF, the common expectation is a 5% annual withdrawal. So we expect that grants will consistently be made from year to year. If grants are not recommended, the Triple Bottom Line Foundation may contact you to recommend grants from the fund.

Recommendations for distributions from the fund must be made in writing and signed by the advisor. We accept written requests by mail, fax or e-mail. You will need to include specific information. Forms and instructions will be provided by Triple Bottom Line Foundation staff. If using email, you can contact staff at info@TBLFund.org.

Grants made to charities are accompanied by a letter from the Triple Bottom Line Foundation that can include the fund name and the name and address of the advisor. This provides the grantee the opportunity to send an acknowledgement to the advisor. However, grants can be made anonymously upon request.

The board will take into consideration grant recommendations for the following:

- U.S. or U.S.-based nonprofit organizations
- General operating purposes, specific projects or programs at the nonprofit.
- Disaster or emergency funds.
- Academic institutions that administer scholarship funds to individuals or to scholarship funds held by other nonprofit organizations.

Examples of requests *not acceptable* by state or federal tax code:

- To purchase silent or live auction items or other goods or services at galas or events.
- To assist or support a specific person or family, including scholarships, humanitarian efforts, salaries or bills.
- To accounts set up to assist specific people following a catastrophic event, accident or injury, for example.



- To fulfill a pledge that the donor has previously made in his or her name or to fulfill the pledge of another.
- To pay for memberships or tickets to galleries, museums, public broadcasting stations, gala or other fundraising events, etc.
- To benefit the donor or any person related to the fund advisor or appointed advisor.
- To support political campaigns or lobbying activities.
- To support a private non-operating foundation.

Reporting and Reconciliation of Fund Balance

Annual statements are made available to the donor or advisor. This statement will identify all actions that occur within the fund during that time period. This type of fund typically experiences no more than 12-15 transactions (donations and/or grants) annually.

Creation

Establishment of a DAF between the Triple Bottom Line Foundation and a donor can be constituted via a gift instrument that outlines the understanding of the terms of the relationship between the parties.

Acknowledged by Donor and/or Advisor:

Donor Signature Date

Printed Name

Advisor Signature Date

Printed Name