



Raising Money for Your Fund at GTCF

These requirements are designed to facilitate, connect, and catalyze your cause.

As a Community Foundation, Greater Tacoma Community Foundation (GTCF) has unique flexibility to accept and deliver funding for a wide range of community efforts. This flexibility, however, must operate within IRS rules. To provide you with the greatest fundraising opportunities, GTCF developed these requirements to ensure you and your donors comply with those IRS rules.

Accurately Reflecting Your Fund's Relationship with GTCF

GTCF is committed to donor intent.

When you fundraise, it's important that your donors know how their dollars are being used.

Your fund is a component fund of GTCF. This means that your ability to receive and acknowledge tax-deductible contributions is an extension of GTCF's 501(c)(3) status. While you can ask for tax-deductible contributions, only GTCF can receive, acknowledge, and distribute those funds. For GTCF to provide this service to community causes, donations need to follow the requirements below.

- Somewhere in your fundraising materials (website, flyer, event invitation) include the language below, so your donors know where their dollars are going.
 - *"The >>INSERT FUND NAME<< is a component fund of Greater Tacoma Community Foundation."*
- Additional use of GTCF's name must be approved in advance, and materials must state clearly that funds are being raised "on behalf of" rather than "by" GTCF.
 - If you are including language beyond sharing that you are a component fund of GTCF as part of any public communications about your fund, be sure to send the final draft to the Philanthropy Team at faservices@gtcf.org before publishing.

Charitable Gifts & the IRS

When people make donations to your fund, they are technically charitable gifts to GTCF, which is a 501(c)3 Public Charity with the IRS. As a result, gifts to GTCF qualify as charitable gifts to the IRS and thus, depending on an individual's tax situation, may be tax deductible.

GTCF issues a gift acknowledgement letter directly to the donor at the time of the gift that includes all the necessary information for the IRS.

Ways to Give

Your donors can use several different methods to support your cause.

GTCF Website: Funds that are actively fundraising have a giving page on GTCF.org where donors can give to your fund via credit card*. This giving page can include a brief message about the fund and a single photo.

*(*Donors have the option of covering the credit card processing fee. If donors choose not to cover the processing fee, it will be charged to the fund.)*

Recurring Donations: When making an online donation, donors can set up a recurring donation to your fund by entering an amount and frequency of donations.

Checks: Checks must be made out to “Greater Tacoma Community Foundation” with the fund name on the memo line to ensure that the funds are applied to the correct fund at GTCF.

Cash Gifts: You can deliver cash gifts in person to GTCF. Donors who contribute \$250 or more in cash need a written acknowledgement from GTCF to claim a charitable deduction with the IRS. If you receive a gift of cash of \$250 or more, GTCF will need the following information to send the IRS acknowledgement letter to your donor:

- The donor’s name and email or mailing address.
- The date and amount of the contribution.
- A detailed description of any goods or services provided in exchange for the contribution.

Crowdsourcing: Should you wish to engage in a crowdsourced fundraising effort such as GoFundMe or Facebook, please direct the funds to GTCF at the end of your campaign and notify the GTCF Team of incoming funds. Donations raised on crowdsourced platforms may not be tax-deductible for the donor. GTCF cannot issue individual tax-deductible receipts on gifts from these platforms.

Complex Assets: GTCF can accept stock gifts on your behalf. We can also work with you on gifts of real estate, life insurance, cryptocurrency, and other complex assets. GTCF provides the IRS-required steps for gifts of assets to protect your donors’ charitable tax deductions.

Legacy Giving: GTCF can work with your Legacy prospects to document their legacy giving to your fund.

Fundraising Events

All aspects of a fundraising event, from invitation to follow-up, must comply with the guidelines and expectations included in this document.

Your fundraising planning group is responsible for obtaining and paying for any necessary insurance, permits, licenses, approvals, etc. Events or activities that include raffles or other games of chance are regulated by State and local governments and must be specifically reviewed,

authorized, and registered by the appropriate branches of government. You can learn more from the [WA State Gambling Commission](#).

Fundraising events often require certificates of insurance or signed contracts. GTCF will not secure a certificate of insurance. When the event is sponsored by a person, group, or other organization, GTCF must not appear on any contract or agreement.

Please note that donors are not allowed to receive any goods or services in connection with their donation (i.e. dinner, raffle ticket, round of golf, etc.).

If your fundraising group provides goods or services in exchange for a donation, certain disclosures are required. For example, if you hold a fundraising dinner, a donor can only deduct the excess of the ticket price above the fair market value of the dinner.

This limitation on the deduction, known as a “quid pro quo disclosure”, must be disclosed at the time of solicitation. For example, this kind of statement is often made on the site where tickets for the event are purchased.

Your contribution that is deductible for federal income tax purposes is limited to the amount of your donation reduced by the value of the goods provided to you in return for your donation.

Applying for Grants & Contracts on Behalf of Your Fund

We are happy to talk directly with a funder if they have questions regarding the relationship between your fund and GTCF.

It is important to accurately represent your relationship with GTCF to potential foundation and corporate funders.

Please contact faservices@gtcf.org if:

- You are considering a grant application for a corporation or foundation.
- You are considering a contract that involves your fund at GTCF.
- You are asked to use GTCF’s EIN # as part of any application.
- You are considering applying for funding that would require fiscal sponsorship.
- You are considering a grant application with tribal, federal, state, and local government funding.

As there are special considerations involved with each of these types of funding.

GTCF does not complete grant applications nor grant reports on behalf of component funds. We can provide a document to the funder that explains our relationship.

GTCF issues a gift acknowledgement letter directly to the funder at the time of the gift that includes all the necessary information.

Donor Stewardship

You build relationships with your donors.

As the primary steward for your donors, you will have access to donor contact information (donor's name, phone, email, and address as provided) via the GTCF Fund Advisor portal.

If you would like to develop more informative or personal stewardship of your donors, you can decide how you want to honor and thank those who give to your cause.

Recommending Grants

You can make grant recommendations via your Fund Advisor portal.

Your Philanthropy Advisor will help orient you to this tool when you open your fund.

When GTCF receives a grant recommendation, our team verifies the nonprofit status of intended grant recipients. If there are any issues, GTCF will reach out to you for clarification. Once due diligence has been completed, GTCF issues the grant based on your recommendation. You can track the progress of your grant recommendation in the Fund Advisor portal.

GTCF sends a grant letter to the contact on file in our system, typically the CFO and/or ED. Should you wish a specific staff member be made aware of the grant, please let us know.

The grant letter will include the following information as entered in the Fund Advisor portal: Grantee, Purpose, Amount, and Fund that recommended the grant.

Unless instructed otherwise, GTCF shares only your fund name with grantees. If a grant recipient has your contact information, they may reach out directly. If they do not, grantees are welcome to share thank you notes and/or additional information with you through GTCF. When GTCF receives mail or email on your behalf, we will forward it directly to you.

If you want the grantee to receive additional information, please let us know. For example, if your name is not part of your fund name and you wish the recipient to know the grant came from you, please be sure to communicate that to us.

You can also choose to keep your grant anonymous, in which case GTCF will let the recipient know it is an anonymous gift.

Grant Payment: If GTCF has ACH paperwork, the grant is sent directly to the recipient's bank account. Without ACH paperwork, GTCF will mail a check to the address on file.

Grant requests must be made by 5 business days prior to the 15th or last day of the month. This allows time for the team at GTCF to perform due diligence. Once approved, grants are made on the 15th and last day of each month.

GTCF is here to facilitate, connect, and catalyze your philanthropy. Please reach out when we can be of service. You can reach the Philanthropy Team at faservices@gtcf.org.

Donor Acknowledgment of GTCF's Requirements for Raising Money for Your Fund at GTCF

By my signature, I acknowledge receipt of and agree to comply with GTCF's Requirements for Raising Money for Your Fund at GTCF.

Fund Advisor Name

Fund Advisor Name

Organization & Role

Organization & Role

Signature

Signature

Date

Date

FUND CONSIDERATIONS

DONOR-ADVISED FUND (DAF)

Establishing Gift	\$10,000+ from Fund Advisor(s)
Additions to Fund	Anytime, by anyone Cannot accept QCD gifts from IRA accounts
Soliciting Funds	Only advised in special circumstances*
Endowment Status	Optional
Grants	Initiated by Fund Advisor(s)
Grantee	Any eligible 501(c)3

**A DAF is not typically used for active fundraising. If you wish to use your DAF for fundraising, please talk with our Philanthropy Team ahead of time.*

DESIGNATED FUND

Establishing Gift	\$10,000+ from an individual on behalf of an agency or a gift from an agency.
Additions to Fund	Anytime, by anyone Can accept gifts from IRA accounts
Soliciting Funds	You can invite others to contribute.
Endowment Status	Optional
Grants	Annual grants typically go out in the first quarter of the calendar year.
Grantee	Up to five 501(c)3s are designated when the fund is opened. No changes may be made by the donor to the fund once it is established.

DESIGNATED FOR CAPITAL FUND

Establishing Gift	\$10,000+
Additions to Fund	Anytime, by anyone Can accept gifts from IRA accounts
Soliciting Funds	You can invite others to contribute.
Timeline	Time-bound, pass-through only, typically two years or less
Grants	Initiated by Fund Advisor(s)
Grantee	Any eligible 501(c)3
Expenditures	Project-related expenses that qualify as charitable

These charitable expenses require **Expenditure Responsibility**. You must submit receipts for payment to be reimbursed. In special cases, GTCF can pay vendors directly. Any contracts signed for the project are held with the project and are not held by GTCF. Specific expectations will be outlined in a **Memorandum of Understanding**.

AGENCY FUND

Establishing Gift	\$10,000+ from 501(c)3 Agency
Additions to Fund	Anytime, only from Agency
Soliciting Funds	Only the Agency Fund Advisor(s) can make contributions to the fund. If you are raising funds for your endowment, gifts must first be made to your agency, then you make the gift to your fund at GTCF.
Endowment Status	Optional
Grants	Initiated by Agency Fund Advisor(s) Typically, ED & Board President serve as Fund Advisor(s).
Grantee	Funds from your Agency Fund can only be distributed directly back to your organization.

FIELD OF INTEREST FUND

Establishing Gift	\$10,000+
Additions to Fund	Anytime, by anyone Can accept gifts from IRA accounts
Soliciting Funds	You can invite others to contribute. Optional
Endowment Status	Initiated by GTCF
Grants	Directed by GTCF Staff and Advisory
Grantee	Groups