

# PRO PLAYERS

GIVE ★ BACK



PROGRAM GUIDELINES



## INTRODUCTION

Welcome to the Pro Players Give Back Charitable Giving Fund (PPGB). We strive to assist donors in maximizing the impact of their charitable gifts and hope that you'll make full use of the services offered.

PPGB Charitable Giving Fund is a donor advised fund program offered in partnership with The Fund For Philanthropy, Inc. (TFFP). TFFP is an independent public charity dedicated to helping individuals effectively reach their philanthropic goals while maximizing the impact of their gifts. This document describes The PPGB Charitable Giving Fund and the benefits of opening an account. The PPGB Charitable Giving Fund is subject to the terms and conditions of TFFP's articles of incorporation, bylaws and this document. TFFP's Board of Directors reserves the right to modify The PPGB Charitable Giving Fund at any time. Contributions to the PPGB Charitable Giving Fund are irrevocable and may be tax-deductible as of the date the contribution is made.

## MISSION

To be the most admired Donor Advised Fund program in the country by executing all we do at the highest levels of integrity, accountability and excellence.

## CHARACTERISTICS OF DONOR ADVISED FUNDS

A Donor Advised Fund is a charitable fund established by a donor (an individual, family, trust or business) into which they contribute cash or assets, receive a tax deduction and continue to have the opportunity to be involved in its charitable use. A Donor Advised Fund offers active participation in the grant process by allowing you or your designee to recommend the grant recipients. It affords all the advantages of a private foundation with greater tax benefits and none of the administrative tasks. A Donor Advised Fund can be created at TFFP in a variety of ways—cash donations or appreciated securities, for example. It's a perfect vehicle for those who wish to participate actively in grantmaking and retain philanthropic flexibility.

A Donor Advised Fund is an irrevocable charitable gift of cash or securities from which you have the opportunity to recommend disbursements for charitable causes. Any recommendations regarding distributions from the Fund shall be advisory only. Such recommendations shall not be binding upon the Fund and the final decision regarding any distributions from the Fund is the decision of the Board of Directors of the Fund.

Funds established at TFFP are component funds of the Fund, a not-for-profit corporation organized under the laws of the state of Georgia whose application to the IRS for recognition of its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code is pending. All contributions to the Fund are treated as gifts to a public charity.



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### BENEFITS OF DONOR ADVISED FUNDS

#### **SIMPLICITY AND EFFICIENCY**

Through the Fund, you can centralize and streamline your philanthropy. For example, TFFP Fund for the Arts allows you to recommend grants to many different nonprofit organizations without having to make separate contributions to each organization. Responsibility for the administrative work associated with charitable giving is transferred to the Fund and your anonymity can be protected if desired.

#### **ANONYMITY**

No other option for charitable giving enables complete anonymity on the part of the donor.

#### **REDUCED COSTS**

Establishing a Donor Advised Fund is a relatively cost-effective way for donors to reap maximum tax benefits while supporting local and national causes. Because TFFP is a Donor Advised Fund sponsoring public charity, account holders have few administrative responsibilities. TFFP allow donors to simply recommend grants through our online web portal, which also provides consolidated reporting and record keeping, all in one convenient location. TFFP donors are not required to file 990's, keep track of gift receipts or hire tax/legal professionals.

#### **FLEXIBILITY**

You receive a charitable tax deduction in the full amount you give to a Donor Advised Fund in the year of your contribution, but you can make decisions regarding distribution for many years thereafter. Your fund continues to be invested and grows tax-free in a well-diversified, professionally-managed portfolio.

#### **MAXIMUM TAX DEDUCTIONS**

Donors who contribute long-term appreciated securities to the Fund get a double federal tax benefit. Gifts of appreciated securities are deductible at their full market value if they were owned longer than twelve months. The capital gains tax on the stock's appreciation (the difference between the stock's cost and its current fair market value) is completely avoided. Every individual's tax situation is unique and we suggest that individuals consult their tax advisor with respect to maximizing tax benefits.

#### **EXPERTISE**

Your partnership with the Fund is an opportunity to learn about philanthropy from experienced, professional grantmakers. Philanthropic Advisors are available to review requests and make recommendations. If you wish, we will bring your attention to organizations working in areas of your charitable interest.

#### **PERSONALIZATION**

As part of the Donor Advised Fund opening process, you will be asked to name your fund. The fund may be named for yourself, your family, your company, a relative, a friend or in memory of a loved one (e.g., "The Smith Family Charitable Fund"). Another option is to choose a name that reflects your particular charitable interest such as "The Smith Educational Fund".

#### **ATTRACTIVE ALTERNATIVE TO A PRIVATE FOUNDATION**

A private foundation can be an appropriate vehicle in the right circumstances. However, the disadvantages of private foundations, including costs, administration, annual tax filings to the IRS and lesser tax benefits, cause many people to seek a better alternative. A Donor Advised Fund may be that better alternative. Private foundations can be terminated and the assets easily transferred to a Donor Advised Fund with TFFP.

#### **DONATE NOW, DECIDE LATER**

Even if you are unsure how you want to allocate your charitable contributions, you can create a fund now and reap the tax benefits in the current calendar year. At a later date, you can provide your specific recommendations regarding charities, amounts and timing of grants.



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### SETTING UP A DONOR ADVISED FUND

To create a Donor Advised Fund, you sign a Giving Fund Agreement—a document that conveys your gift to TFFP—as well as a Giving Fund Application—a document that specifies grant recommendation authority and fund investment options. A donor is the person who establishes the fund and a donor advisor(s) is designated by the donor in the Giving Fund Application as the only person(s) who can recommend disbursements from the fund. In the application, you may name yourself as an advisor, either to act alone or with another individual (or individuals). It is recommended that if more than one person is listed as a donor advisor, that one person be specifically designated to act as the chairperson for the fund in submitting grant recommendations to the Fund.

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<b>DONORS</b>	Gifts from individuals, trusts, estates, charitable remainder trusts, charitable lead trusts, corporations and other entities under the program will be accepted by TFFP to establish a Donor Advised Fund.
<b>PRIMARY ADVISOR</b>	The Primary Advisor typically is the primary donor to the fund. The Primary Advisor has the authority to recommend grants and investment allocations, name and remove joint advisors, secondary advisors, successors and/or charitable beneficiaries to the fund. They will have online access to view all fund information, activity and statements. All fund correspondence will be sent to the Primary Advisor at the Primary Advisor's address of record.
<b>JOINT ADVISORS</b>	The Primary Advisor may name a Joint Advisor (typically a spouse, sibling, family member, etc.) to the fund. Each Joint Advisor will have full and equal privileges to recommend grants, to recommend changes to investment allocations, to name and remove secondary advisors (see below), successors and/or charitable beneficiaries to the fund and to name and remove additional advisors with the same privileges.
<b>SECONDARY ADVISORS</b>	The Primary Advisor may name Secondary Advisors who may recommend grants from the fund. A Secondary Advisor is usually a child, relative or friend whom the donor believes will recommend grants from the fund that are consistent with the donor's areas of interest. A Secondary Advisor does not automatically become a Successor Advisor to the fund (see below). However, you can name Successor Advisors to assume responsibility for the fund after the death of all original donors.
<b>AGENTS</b>	The Donor(s), Primary Advisors and Successor Advisors ("Advisors") may appoint an Agent or Agents who may be granted "read only" access rights to view the Advisor's fund. The Advisor can also give such Agent the power to transmit grant and investment allocation recommendations on behalf of such Advisor. If granted the authority to transmit an Advisor's grant and investment allocation recommendations, such Agent shall only act pursuant to the directions of the Advisor which directions shall be memorialized in writing.
<b>SUCCESSOR ADVISORS</b>	When a Donor Advised Fund is established, the Primary Advisor to the fund may select any person or persons to assume the privileges and responsibilities associated with the fund upon the death or incapacity of the Primary Advisor and Joint Advisor (if named) on the fund ("Successor Advisor"). Written notification and verification of the death or incapacity of the Primary Advisor and Joint Advisor(s) (if named) to the fund is required prior to becoming a Successor Advisor to the fund. Successor Advisors can be granted full privileges regarding grant recommendations and investment pool designation or may be granted limited privileges at the discretion of the donor. TFFP will recognize recommendations from any single Successor Advisor unless otherwise specified in the Giving Fund Application.



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### CHARITABLE BENEFICIARY

If the Primary Advisor fails to designate Successor Advisors but has recommended a qualified charitable recipient or recipients for the fund's assets upon the death of all original donors, the remaining fund balance will be distributed—as a designated percentage annually for the remaining term of the fund—to the recommended qualified charitable recipient or recipients subject to final approval by TFFP's Board of Directors. If the Primary Advisor fails to designate Successor Advisors or recommend a qualified charitable recipient or recipients for the fund's assets upon the death of all original donors, the remaining fund balance will be distributed to a designated TFFP Community Impact Fund, selected by TFFP's Board of Directors.

### VARIANCE POWER

It is understood that all assets contributed to the Fund become irrevocable gifts to the Fund, and the ultimate authority and control of all property in the Fund rests with TFFP. All funds established at the Fund are subject to the organization's variance power, as set forth in the Fund's bylaws. Variance power gives the Board of Directors of TFFP the power, without the approval of any donor, trustee, custodian, agent or other person or entity, to modify any restriction or condition on the distribution or investment of funds for any specified charitable purpose or to any specified organization if, in the sole judgment of the Board of Directors, such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community served by the corporation or if, in the sole judgment of the Board of Directors, other circumstances warrant such modifications.

### MINIMUM VALUE

TFFP recommends a minimum of \$25,000 to start a Donor Advised Fund but we are eager to work with you to accomplish your charitable goals and discuss your individual circumstances. On a case-by-case basis, we will accept a \$5,000 contribution to start a fund. We will start a fund, with some limitations on grant-making.

### ADDITIONAL CONTRIBUTIONS

Contributions such as cash and appreciated securities can be made at any time. Gifts of real estate and certain other tangible assets can only be accepted with prior approval, subject to review by the Board of Directors.

Gifts to a public charity, unlike contributions to a private foundation, have the benefit of the maximum charitable deduction permitted under current laws. The charitable gift you make to establish a Donor Advised Fund, and any subsequent contributions to the fund, are fully deductible as gifts to a public charity. TFFP is defined as a public charity under sections 501(c)(3) and 170(b)(1)(A) of the Internal Revenue Code. All gifts to the fund are acknowledged by gift receipt letter that may be used as evidence of the charitable contributions for tax purposes.

All checks should be made payable to The Fund For Philanthropy or TFFP with the specific fund identified either on the payee line ("TFFP/Your Fund") or on the memo line. This ensures ready acceptance by banks and accountability by TFFP.

Some Donor Advised Funds conduct fundraising events or solicitations to grow their fund. All solicitations on behalf of a fund at TFFP must meet our fundraising activity guidelines in advance of fundraising or solicitation. Staff will provide these guidelines upon request.



## DISTRIBUTIONS

The donor advisor(s) recognized in the Giving Fund Agreement may submit grant recommendations to one or more charities by accessing our Grant Recommendation Form online ([www.fundforphilanthropy.org](http://www.fundforphilanthropy.org)). Grants may only be made to publicly supported 501(c)(3) charities, schools or government entities. Minimum recommendations of \$250 are encouraged in order to make the most efficient use of TFFP's resources. Grants may be for undesignated support or you may designate the grant be used for a particular purpose. If no designation is stated, we will assume that the grant is to be used for general support.

TFFP will research and document the charitable status of the proposed recipient organizations and the charitable nature of their activities, when necessary. With the support of our grantmaking staff, the Fund reviews the recommendations using criteria established by our Board of Directors in accordance with IRS guidelines.

The Fund's primary interest is the support of national nonprofit institutions throughout the U.S. However, grants to international charitable organizations outside of this U.S. are also usually found to be appropriate for consideration.

### RESTRICTIONS ON DISTRIBUTIONS

The IRS is specific about some limitations on the types of grants that can be made from a Donor Advised Fund. Distributions from the fund may not be used to fulfill any pre-existing pledge or for any personal benefit for donor(s), fund advisor(s) or any related party, including personal grants, loans, compensation, reimbursements and other similar payments. Additional examples of a personal benefit include: memberships in a nonprofit organization, tickets to fundraising dinners or golf tournaments, and goods purchased at charitable auctions and other fundraising events. In addition, distributions may not be made to private foundations or individuals, used for political contributions, lobbying or to support political campaigns.

### MINIMUM FUND ACTIVITY

If your fund is dormant for three (3) years (no grant recommendations from the fund), TFFP will make every effort to contact you, your advisor(s) and/or successor(s) to request that a grant recommendation be made. If you, your advisor(s) and/or successor(s) do not respond within 60 days, TFFP will transfer 5% of your fund balance to a TFFP Community Impact Fund.

## COMMON GRANTS

Here is a list of the most common types of grants made to nonprofit organizations and what they typically mean to those organizations:

<b>UNRESTRICTED</b>	An unrestricted grant allows the nonprofit to use the dollars to support the organization where most needed.
<b>OPERATING/GENERAL SUPPORT</b>	An operating grant provides for the day-to-day costs of running the nonprofit organization.
<b>PROJECT/PROGRAM</b>	A project or program grant supports a specific activity.
<b>CAPITAL OR CAPITAL CAMPAIGN</b>	A capital grant provides support for the purchase of property, the construction of a facility, remodeling/expansion of a facility or purchase of equipment.
<b>ENDOWMENT OR RESTRICTED</b>	Some nonprofits have endowment funds. The endowment fund is a permanent annual source of income for the operating or program expenses of the organization.
<b>CHALLENGE OR MATCHING</b>	A challenge or matching grant helps a nonprofit organization leverage additional dollars through a fundraising campaign.





## MAINTAINING CONTACT WITH GRANT RECIPIENTS

When the Fund makes a grant from a Donor Advised Fund, the charitable organization receiving the grant is informed by letter. A copy of the grant distribution letter is sent to you as confirmation. Unless you request otherwise, any distribution from a Donor Advised Fund shall identify the name of the fund and the name and address of the fund's primary contact person for acknowledgment purposes.

We make every effort to respond promptly to your grant recommendations. Checks to organizations previously known to the Fund will be issued in a timely manner – usually within five business days of receipt of the grant recommendation. Fund staff will gather basic data and follow through with appropriate actions as quickly as possible.

## ADDITIONAL WAYS TO SUPPORT TFFP

Each year, individuals, foundations and corporations contribute to the Fund. Gifts to any of TFFP Community Impact Funds help to meet the needs of charitable organizations for years to come. You may request that a transfer be made from your Donor Advised Fund to any TFFP Community Impact Fund or to any other named fund at any time.

## INVESTMENTS

The funds of TFFP are managed by professional investment managers under the supervision of the Investment Committee of our Board of Directors in accordance with our Investment Policy. Regular reviews are conducted to monitor investment performance and activity. Established funds with a balance of \$100,000 or higher may have the option of choosing an outside investment manager.

Each investment pool will be invested in the investments described in the Investment Option Form as modified by TFFP's Board of Directors from time to time. The underlying assets held in the investment pools bear their own management, servicing and operating expenses that are reflected in each asset's (and the pool's) daily net asset value. Because such fees are charged at the underlying asset level, these expenses are not charged directly at the fund level.

## RECORD KEEPING AND REPORTING

### CONFIRMATION OF CONTRIBUTIONS

TFFP will provide a letter confirming the receipt and approval of a contribution by the donor. Such letter will provide the date of the contribution and a description of the asset transferred. The confirmation letter is designed to fulfill the IRS requirement for substantiation of the contribution and should be maintained as part of the donor's tax records. As a courtesy to donors, the confirmation letter will reflect TFFP's good faith estimate of the fair market value of securities as of the date of gift. Donors making contributions of assets other than cash or publicly traded securities are responsible for obtaining their own appraisal of value as required by law and nothing herein should be construed to mean that the donor may rely on any estimate of value provided by TFFP's staff for purposes of the donor's tax deduction. TFFP is not responsible for and neither renders any tax or legal advice regarding the value or deductibility of assets contributed to a Donor Advised Fund under the program.



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### DONOR ADVISED FUND STATEMENT

TFFP will provide monthly statements that summarize contributions, grants and investment pool activity for each fund. Upon request, TFFP will provide additional hard copies of statement, sent via United Postal Service.

### ACCOUNT ACCESS THROUGH THE WEB

For your convenience, all Fund forms and documents necessary to open and administer your Donor Advised Fund account—such as the Giving Fund Application, Giving Fund Agreement, Contribution Form, Grant Recommendation Form, etc.—are available as PDF files at <http://www.fundforphilanthropy.org>. After a Donor Advised Fund is established, your Donor Advised Fund account information will be located on the website. Donors, as well as advisors, will have access daily to account balances and can easily submit grant recommendations online and download forms through the website.

## ADMINISTRATION FEES

There is no initial charge to set up a fund. Once a fund is established, an Administrative Support Fee is assessed on a quarterly basis. Administrative Support Fees provide for the operation of the Fund, including documenting tax deductions for donors, check preparation, grant review and processing, fund reports, mailing, data processing, bookkeeping and obtaining an independent audit. These fees are assessed directly to the fund and do not require an additional payment by you.

ADMINISTRATIVE FEE SCHEDULE	
DAF BALANCE	RATE(Annual) <sup>†</sup>
First \$500,000	0.70% (70 bps)
Next \$500,000	0.60% (60 bps)
Next \$1,500,000	0.50% (50 bps)
Next \$2,500,000	0.40% (40 bps)
Next \$10,000,000+	0.30% (30 bps)

<sup>†</sup>There will be a minimum annual fee of \$250.00 for each fund

<sup>†</sup>Annual rates are blended across the tiers shown. For example, a fund with a balance of \$1,000,000 will be charged an annual blended rate of 0.65% (0.70% on first \$500,000; 0.60% on next \$500,000).

To cover the charitable administrative fees, according to the fee schedule, each fund will be charged at the end of each quarter based on the average balance. Such fees will be paid to TFFP to cover Donor Advised Fund operating expenses. A minimum fee is applied to each fund based on the minimum required balance of \$5,000.

### SHORT-TERM FUND FEE

If a donor recommends TFFP to grant out more than 95% of the assets in a fund within 12 months of opening the fund, a one-time fee will be charged directly to the fund prior to making a grant from the fund that results in a balance of less than \$25,000. The fee will be equal to the greater of \$500 or five percent (5%) of the highest balance in the fund during the 12-month period.

### MINIMUM ACCOUNT BALANCE

TFFP will not fulfill a requested grant that would reduce the fund value to \$2,500 or less, unless the fund is to be closed immediately after the grant, or an additional contribution of not less than \$5,000 has been made to the fund.

The Fund for Philanthropy, Inc. (Tax ID# 80-0878355) is a public charity as described in the Internal Revenue Code Sections 501(c)(3), 509(a)(1), and 170(b)(1)(A)(vi), whose application to the IRS for a determination letter of its status is pending.

**Donor Advised Funds Are Not FDIC Insured • Are Not Bank Guaranteed • May Lose Value**

All money and property transferred to The Fund For Philanthropy, Inc. shall be an irrevocable gift to the charity.

Always consult with your independent attorney, tax advisor, and investment manager for recommendations and before changing or implementing any financial, tax, or estate planning strategy.

