

## **Community Foundation of West Kentucky Donor Advised Grant Recommendation Guidelines**

Many donors want to be actively involved with their charitable giving and have set up a Donor Advised Fund. It is easy to recommend grants from your Community Foundation Donor Advised Fund.

The Community Foundation of West Kentucky allows you to make recommendations by filling out a Donor Advised Grant Recommendation Form. This form is available online at [www.cfwestky.org](http://www.cfwestky.org) or by request from the Community Foundation office.

As a donor you have the privilege of recommending grants to qualified, tax-exempt organizations or to public units of government. We check carefully to verify that the recommended grantee qualifies as a charitable organization under federal tax laws and that it is providing quality services consistent with the Foundation's mission. You may recommend a grant for general support or for a specific program or activity. It is fully understood that the final authority for all grant disbursements rests totally with the Board of Directors of the Community Foundation.

The purpose of all grants should meet the broad charitable objectives of the Community Foundation of West Kentucky. The primary objective of the Foundation with regard to grant disbursement is to focus on organizations and activities that benefit the people within the greater Western Kentucky region; however, there are no geographical restrictions on grants other than international grants.

It is requested that your recommended grants be of at least \$100 each. Grants from Donor Advised Funds cannot be used to satisfy a legally binding pledge or obligation of the donor; however, recommendations for grants to specific organizations may always be made on an annual basis or recommended for multiple year periods. Grant checks are issued twice a month. The review process may take longer if the Community Foundation needs to verify the charitable status of a nonprofit or the details of a project. Grants cannot be made to specific individuals.

You may receive no goods or services for your grant to any organization. Many membership levels of an organization include benefits such as tickets, newsletters or invitations to events which carry monetary value. A gift from your Donor Advised Fund is ineligible for any of these benefits. As you have already received full charitable value for your gift to the Community Foundation of West Kentucky, it would be inappropriate to receive any goods or services from a Donor Advised grant.

Because you received your tax deduction when you made your donation to the Community Foundation of West Kentucky, you may not take an additional deduction when a grant is distributed from your fund, even if the grantee sends you a receipt.

When a grant check is sent, it is accompanied by a letter giving recognition to the donor advised fund from which the grant was made and advising the beneficiary institution that the grant was made at the recommendation of the donor of that particular fund. The check itself bears the name of the Community Foundation of West Kentucky as well as the name of the donor advised fund.

Any changes in legislation, or in policies and procedures, will be sent to each fund holder as soon as approved and implemented by the Board of Directors of the Community Foundation of West Kentucky. If you have further questions or need to request the Grant Recommendation Form, call the Foundation Office at 270-442-8622 or email us at [info@cfwestky.org](mailto:info@cfwestky.org).