



Details regarding donor advised recommendations

- The minimum distribution from a donor advised fund will be \$100.00.
- Donors may call the CHFC at anytime and request an update on the current spendable balance in their donor advised fund.
- Recommendations on distributions from donor advised funds may be made in any of the following ways:
 - in writing on the form provided by the Foundation and mailed or faxed to the Foundation
 - Via email to the VP Community Philanthropy. Email should include the organization name, address and contact information for the recommended organization, the purpose of the gift and the recommended amount of the grant
 - Upon receipt of the email recommendation, the donor will receive a phone call to confirm the recommendation
- Recommendations will, in each case, be evaluated independently by the Foundation staff to determine if they are consistent with the purposes of the Foundation and that the grantee is a charitable organization as defined in section 501(c)(3) of the Internal Revenue Code.
- Final decisions on all grants from donor advised funds will be made by the Foundation Board of Directors. The Board of Directors has given the authority to the Presidents/CEO and the VP Community Philanthropy to approve all Donor Advised recommendations that they deem consistent with the general grantmaking principals of the Foundation. The Board of Directors will receive a monthly report from the staff for confirmation of these Donor Advised distributions. Donors should understand that their recommendations are advisory and will not be binding on the Board of Directors.
- Donor Advised recommendations will be processed and if approved paid in the next scheduled check run. Recommendations that require additional due diligence may require a longer processing time.
- Any distribution from a donor advised fund, unless otherwise requested by the donor will identify to the grantee organizations the name of the fund from which the distribution is made.