

---

<b>I.</b>	<b><u>POLICY TITLE:</u></b>	<b><u>CATEGORY AND NUMBER</u></b>
	<b>GIFT ACCEPTANCE</b>	<b>DEVELOPMENT: 402</b>

---

II. POLICY:

- A. It is the policy of the Springfield Foundation to encourage donors to make outright, planned and testamentary gifts. There are a variety of tax effective ways to give gifts and donors can choose how their charitable gifts will be used. The Springfield Foundation's Gift Acceptance Policy describes the types of assets the Foundation will accept. This policy is designed to provide guidance to prospective donors and their advisors when making gifts.
- B. All gifts to the Springfield Foundation must be used for purposes which fall within the mission of the Foundation. The Springfield Foundation reserves the right to refuse any gift that it believes is not in the best interest of the Foundation. Also, in conformance with the Treasury Department regulations, gifts to the Foundation may not be directly or indirectly subjected by the donor to any material restriction or condition that prevents the Springfield Foundation from freely and effectively employing the transferred assets, or the income derived thereof, in furtherance of the Foundation's exempt purposes. The Springfield Foundation cannot be required by the donor to retain or sell any asset given to it.
- C. The Springfield Foundation will accept the following forms of gifts, so long as the gift is consistent with the Foundation's purposes, by-laws, policies and procedures:
1. **Cash and Checks** – The Springfield Foundation's Executive Director is authorized to accept cash, checks, money orders and bank drafts.
  2. **Marketable Securities** – The Springfield Foundation's Executive Director is authorized to accept gifts of publicly traded stocks and bonds. Receipts will acknowledge the name of the security and the number of shares given. It is the Springfield Foundation's policy is to sell the securities immediately.
  3. **Closely-held Marketable Securities** – The Springfield Foundation will accept closely held marketable securities as a charitable gift. All gifts of closely-held securities must be approved by the Foundation's Development and Executive Committees, as well s by the Foundation's legal counsel. All gifts of closely-held securities shall be in accordance with the Foundation's policies and procedures governing the acceptance and administration of gifts of closely-held securities.

4. **Real Estate** – The Springfield Foundation will accept gifts of real estate. All real estate gifts must be approved by the Foundation’s Development and Executive Committees, as well as by the Foundation’s legal counsel. All gifts of real estate shall be in accordance with the Foundation’s policies and procedures governing the acceptance and administration of gifts of real estate.
5. **Life Insurance Policies** – The Springfield Foundation’s Executive Director is authorized to accept gifts of life insurance for which the donor has relinquished ownership by assigning all rights, title and interest in the policy to the Foundation. All gifts of life insurance shall be in accordance with the Foundation’s policies and procedures governing the acceptance and administration of gifts of life insurance.
6. **Other tangible personal property (i.e., furniture, works of art)** – The Springfield Foundation will accept tangible personal property. Conditions for accepting gifts include salability or usability and current Foundation needs for the type of property offered; physical condition of the property; cost of any storage or insurance needed; and any other unusual feature or condition involved in the transfer. Prior to acceptance, such gifts will be reviewed by the Foundation’s Development Committee.
7. **Charitable Gift Annuities** – A gift annuity contract may be established with the Springfield Foundation for a minimum of \$25,000. Acceptance of Charitable Gift Annuities require the approval of the Executive Director and Development Committee. All charitable gift annuity contracts between the Foundation and a donor(s) shall be in accordance with the Foundation’s policies and procedures governing the acceptance and administration of Charitable Gift Annuities.
8. **Excess Business Holdings** – Holdings of a donor advised fund, together with the holdings of persons who are disqualified persons with respect to that fund, in a business enterprise may not exceed:
  - a. Twenty percent of the voting stock of an incorporated business; or
  - b. Twenty percent of the profits of a partnership or joint venture or the beneficial interest of a trust or similar entity
  - c. Ownership of unincorporated businesses that are not substantially related to the fund’s purpose is prohibited

Donor advised funds receiving gifts of interest in a business enterprise will have five years to divest holdings that are above the permitted amount.

- D. The Springfield Foundation's Executive Director is authorized to accept all gifts not requiring committee review. Gifts requiring Development or Executive Committee review will be handled promptly, with the Executive Director providing committee members with all relevant information necessary to make a decision. If a gift is not accepted, staff will inform the donor immediately. In certain instances, a decision regarding gift acceptance must be made immediately – i.e., a gift made on December 31. If the appropriate committee members are unavailable at that time, the Executive Director may, with the concurrence of at least one officer, accept the gift in their behalf, with ratification at the next committee meeting.
- E. All gifts reviewed will be handled with utmost confidentiality. No information shall be released about a gift without securing prior permission of the donor.
- F. The Springfield Foundation offers a continuum of endowed named fund opportunities designed to be responsive to donors needs. Except in cases where the donor is already deceased, a Fund Agreement is required to establish a named endowment fund within the Foundation. The minimum fund balance necessary to establish each endowed fund type is \$10,000 except for scholarship funds. Scholarship funds require a minimum \$30,000. The minimum amount necessary to establish a named endowed fund may be attained over a two-year period. The following is a list of fund types available at the Springfield Foundation:
1. **Unrestricted (Discretionary)** – Unrestricted Funds are distributed at the discretion of the Board of Trustees through the Foundation's competitive grant proposal review process. Gifts not clearly earmarked for a specific purpose will be designated as unrestricted.
  2. **Field of Interest (Discretionary)** – Field of Interest funds are limited in their use by the donor's stated preference for a specific area of charitable purpose. Examples include: arts & culture, social services, children's issues, education etc. Field of Interest funds are distributed at the discretion of the Board of Trustees through the Foundation's competitive grant proposal review process.
  3. **Advised** – The donor retains an advisory capacity in recommending annual grants from the fund. All grants made from advised funds will be distributed to charitable entities provided they meet the qualifications set forth by sections 501(c)(3) and 170(b)(1)(A) of the Internal Revenue Service Code and are approved by the Foundation's Board of Trustees. A grant from an advised fund cannot be used to satisfy an irrevocable personal or corporate pledge or obligation of the donor, or to provide a benefit to the donor such as paying membership dues. Additionally, when an advised fund is established, the fund may, upon the donor's request, be advised by persons representing up to two generations - the donor's, and one additional generation. The donor (and the successor advisors) will be encouraged to take advantage of the knowledge and

expertise of the Springfield Foundation's grantmaking staff and suggest that a significant portion of the advised fund grants remain within Clark County. The Development Committee will consider an exception to the above policy upon the request of the donor to involve a third generation.

4. **Designated** – Designated Funds are earmarked for one or more charitable organizations, and all grants made from such funds will be made to the designated recipient organization(s). If the recipient organization ceases to exist or changes its status as a charitable organization, the Springfield Foundation may exercise its variance power, selecting an alternate organization whose purpose is compatible with that of the originally designated organization.
5. **Scholarship** – Scholarship Funds are dedicated to providing grants for educational assistance to individuals in the form of tuition, book fees and other required educational fees.
6. **Agency** – Agency Funds are created by a charitable organization to provide for its own ongoing support.

The undersigned, being the duly elected and qualified Secretary of The Springfield Foundation, Board of Trustees, does hereby certify that the above is a true and correct copy of the policy adopted by this organization on the 21st day of June, 2005.

TO CERTIFY WHICH, witness my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
Board Secretary Signature