

Donor Advisor Handbook



JANUARY 2018



At a Glance

Mission

The mission of our Community Foundation is to improve the quality of life in Tompkins County by inspiring and supporting enduring philanthropy. Community Foundation works with individuals, families, businesses, and organizations to develop customized philanthropic action plans for a broad range of assets, using a variety of giving tools. Donors' gifts actively build, grow and sustain the services, the agencies, and the cultural treasures that make our community such a special place.

Leadership

A 25-member board, more than 50 volunteers, and a 5-person staff dedicate their expertise to connecting donors and strengthening nonprofits; all working toward a Tompkins County that thrives thanks to engaged philanthropy.

Stewardship

One of the foundation's most important responsibilities is our stewardship of charitable funds. In our investment program, we combine the assets of permanent and expendable (current use) charitable funds in prudent investments. Each individual fund benefits from the strength of a large pooled portfolio. The result is high-quality, diversified investment management at reasonable fees with limited risk.

Through the connections that come from careful stewardship of gifts, engaging grant reviews and thoughtful community education, we have earned the unique position of serving as the custodian of our community's philanthropic capital.

- Gifts of more than \$27 million
- Assets of \$18.2 million
- More than 100 charitable funds
- Annual grants of nearly \$2 million

Partnerships/Memberships

- Association of Fundraising Professionals (AFP)
- Diversity Consortium of Tompkins County
- Estate Planning Council of Tompkins County
- Grantmakers for Effective Organizations (GEO)
- National Committee for Responsive Philanthropy (NCRP)
- NY Funders Alliance
- Tompkins County Chamber of Commerce
- Tompkins County Funders Group

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General Portfolio Detail

Environmental, Social and Governance (ESG) Portfolio Detail

Welcome

Thank you for establishing a donor advised fund with the Community Foundation. We invite you to take advantage of the full array of programs and services we offer to donors and fund advisors.

The objective of the Donor Advised Funds Program is to create an opportunity for individuals, families, and businesses to give back to their communities in an informed and active way. This handbook is designed to explain the Community Foundation's procedures and overall objectives and to answer questions you may have about your fund. It is our goal to make your participation in local philanthropy and in the work of Community Foundation as rewarding as possible. Please know that staff is ready and able to assist you by phone, email, or with an in-person visit at your convenience.

Why Donors Join Us

- **Sound Asset Management:** Since 2000, the Community Foundation has expertly managed millions of philanthropic dollars; we currently manage more than \$18 million in assets.
- **Flexibility:** Becoming a member of our donor family offers an easy way for you to accomplish your philanthropic goals. As our partner in giving, you receive the simplicity and tax advantages of a public charity combined with the personal recognition, involvement, and flexibility of a private foundation.
- **Cost-Savings:** Each of our funds shares the costs of a knowledgeable, service-oriented staff and expert investment advisors.
- **Convenience:** We make charitable giving easy. Using our website, donors can receive contributions to the fund and find donor forms to make grant nominations. The Community Foundation performs due diligence on nonprofits, issues grant checks and award letters, and

provides fund activity reports.

- **Community Expertise:** Our staff's knowledge of pressing issues and nonprofit organizations throughout the region is unmatched. Our staff possesses nearly 100 years of combined experience working closely with organizations in the full range of nonprofit fields – education, youth development, health care, arts and culture, sustainability, social justice, and more.
- **Reporting:** We issue personalized fund statements, along with our quarterly dashboard report, to each of our donors on a semi-annual basis.
- **Easy Access to Historical Data:** Tired of going through last year's records to refresh your memory about which organizations you supported? If you have a fund at the Community Foundation, we do all of your fund-related bookkeeping. We provide a complete history of all gifts to the fund and the grants from the fund.

Fund Type and Fund Status Definitions

Donor Advised: A fund structure, whereby the individual creating the fund is granted advisory rights by the Community Foundation, which enables the individual or his or her designee(s) the ability to recommend grant distributions from the fund.

Field of Interest: A fund structure, whereby an individual or multiple contributors make gifts to the fund for a specified programmatic interest area. Grant distributions from the fund are recommended by a "distribution committee" which is defined in the fund agreement document.

Agency: A fund structure, whereby the assets received directly by the agency remain the assets of the agency.

Designated: A fund structure, whereby the grantee(s) benefiting from grant distributions is (are) predefined in the fund agreement when creating the fund. Grant distributions are limited to the organization(s) identified when the fund is created.

For additional information on any type of fund please call (607) 272-9333 or email info@cftompkins.org and we will promptly address your inquiry.

Fund Types and Minimum Funding Levels		
Fund Type	Minimum Initial Value	Fund Status
Donor Advised	\$10,000	Endowed
Donor Advised	\$20,000	Expendable
Field of Interest	\$20,000	Endowed
Agency	\$20,000	Endowed
Designated	\$20,000	Endowed

An Endowed Fund is a permanent fund, thus ensuring community support in perpetuity.

An Expendable Fund is a fund with less than a permanent expectation of activity.

Any type of fund may be named in honor or in memory of an individual.

Establishing Your Donor Advised Fund

All funds are established by the execution of a fund agreement between the initial donor and the Community Foundation.

Initial Contribution

The Community Foundation is a public charity and all contributions to the Community Foundation are tax deductible, subject to individual limitations. The Community Foundation does not provide tax or legal advice. We recommend consulting a professional advisor if you have questions about a gift's tax implications on your personal tax situation. The Internal Revenue Code requires that all contributions to the Community Foundation are irrevocable and must provide charitable benefit. *As a result, the legal ownership of a contributed asset rests with the Community Foundation.*

Eligible Contributions

Assets such as cash and securities, including stocks,

bonds, and mutual fund shares, are routinely accepted. Other assets, such as real estate, or interests in closely held businesses, can also be accepted based on review. The Community Foundation can accept most assets and provide you with a receipt to substantiate your charitable income tax deduction.

Transfers of securities are generally sent as a DTC transfer by your broker or financial advisor. The Community Foundation has a designated account to facilitate this process. If you plan to make a stock gift by an electronic transfer, please use our Stock or Mutual Fund Gift Form, available on our website or by email request.

In cases involving more complex gifts such as real estate, shares in closely held businesses, or other unusual assets, the proposed gift will require additional review time before a decision can be communicated. Please contact us to discuss the contemplated gift. Please refer to our Gift Acceptance Policy, available on our website.

Using Your Donor Advised Fund

By creating an advised fund, you have joined a community of donors who are actively involved with the Foundation's work through their funds. Each of our fund advisors has a wealth of firsthand knowledge of their community's needs. The Foundation hopes that you will share your observations about specific charitable needs that are important to you. Likewise, staff may share with you projects or organizations that we feel may be of interest to you.

Year-end Alert:

Many advisors recommend grants at calendar year-end.

To make sure that the organization(s) receive your grant(s) prior to December 31, ***please submit nominations before the second Friday in December.***

How to Nominate a Grant

Making grants to nonprofit organizations through your advised fund is an easy process:

- Submit grant nominations in writing by e-mail or mail, using the Donor Advised Fund Grant Nomination Form, which may be found on our website under the Resources Tab; by clicking through to Forms and scrolling down to Fund Forms;
- Inform us of the nonprofit you would like to receive a grant, the amount of the grant and the purpose (e.g. operating support, support for a specific project);
- We encourage grants that match your philanthropic interests and priorities. However, a minimum of \$200 is required in order to make the most efficient use of Community Foundation's resources;
- Grants can only be made to 501(c)(3) nonprofit organizations, school districts, municipal governments, or faith communities.

A Few Things You Should Know *Before* Making a Grant Nomination

Eligible Grantees – You **can** recommend a grant to any of the following:

- 501(c)(3) public charities*, schools, government entities, municipalities, and religious organizations anywhere in the United States (this includes the U.S. arm of any international organization)
- Private operating foundations (if the private foundation was not established by the advised fund holder or his/her family); or
- Community Foundation of Tompkins County
- Any other fund of the Community Foundation of Tompkins County

*Please note: a very small number of 501(c)(3) public charities are ineligible due to IRS regulations concerning Donor Advised Funds. Our staff will be happy to assist you with any questions.

Prohibited Grantees – You **cannot** recommend a grant to any of the following:

- Non-501 (c)(3) organizations;
- Individuals, nor for the benefit of an individual;
- Any entity if the purpose is not charitable;
- Any entity to satisfy legally binding pledges of the donor, advisor, or related parties;
- Any entity, from which the donor, advisor or related parties will receive more than incidental benefits;
- Any entity for the purpose of supporting a political campaign;
- Private non-operating foundations; nor
- The fund's donor, advisor, or related parties in the form of a direct grant, loan, compensation, or similar payment.

A Word About Pledges and Benefits

Pledges

Occasionally fund holders want to use their Donor Advised Funds to fulfill an enforceable pledge made to an organization. However, the IRS does not allow Donor Advised Fund to be used for this purpose. What constitutes an enforceable pledge? It occurs when a donor makes a financial commitment in writing to an organization s/he wishes to support. The donor is then legally responsible for fulfilling that commitment. From the perspective of the IRS, using a Donor Advised Fund to satisfy that commitment results in an impermissible benefit – it's as if the donor were using the fund to satisfy a personal debt, such as paying a credit card bill or making a mortgage payment.

By ensuring that fund holders, family members of fund holders, and entities controlled by fund holders do not use Donor Advised Fund grants to satisfy their enforceable pledges, the Foundation protects you from paying IRS-imposed excise taxes equal to 125 percent of the benefit received (i.e., the pledged amount). For example, a fund holder makes a legally binding pledge of \$500 to XYZ College by signing a pledge card, and then requests that the Foundation satisfy that pledge by making a grant from his or her Donor Advised Fund. If the Foundation were to make that grant, the fund holder would be subject to a \$625 excise tax. The Foundation could also be subject to a variety of excise taxes related to the grant.

Material and Incidental Benefits

Because donors receive charitable tax deductions for all gifts to a Donor Advised Fund, the IRS does not allow additional material benefits, such as free admission to grantee events, a discount at its retail shops, or a table at a benefit or fundraiser for the organization. Allowable incidental benefits, however, can include coffee mugs, key chains, newsletters, snacks, etc. (if the value does not exceed the IRS regulations of \$72 per person*) or anything that would not reduce the charitable benefit received. * As of January 2014

Amount Available for Grantmaking

Expendable funds, once reaching their minimum amount to open a fund, no longer have a minimum balance to maintain. For endowed funds, Community Foundation has two objectives when determining the amount available for grants from permanent (endowment) funds:

- maintain the purchasing power of the funds over time,
- reduce volatility of distributions from year to year.

The amount available for grantmaking for endowed funds is determined by the Foundation's board of directors. Each year, the board determines the percentage to be used to calculate the amount available for grantmaking for each Community Foundation fund. The 2018 payout rate is 4 % of the fund's average fair market value, using a 20-quarter trailing average. Endowed funds are subject to this rate, typically set between 3% and 5%, which is referred to in the Spending Policy.

For endowed funds, the amount available for grantmaking is indicated on your fund spendable amount report that you receive in February each year. New permanent funds need to be invested for a full calendar year before being included in the valuation for distribution.

Community Foundation Board Responsibilities

All grant nominations are presented to the Foundation's board of directors. The board has authorized the CEO to approve grants in the amount of \$25,000 and lower. Grants above \$25,000 are approved by the board of directors. The board has the responsibility of reviewing and approving all grants made by the Foundation. Please ask Community Foundation staff about specific deadlines if the grant nomination is time sensitive.

Foundation staff is available to work with you to identify nonprofit organizations that meet your charitable goals. Staff can provide information and undertake research regarding organizations you would like to know more about before nominating them as a grant recipient.

Due Diligence

When we receive your grant nomination, we check each organization to make sure it is a qualified nonprofit organization. This process must be completed before staff submits a grant nomination to the board. Grant nominations may be made to organizations outside of Tompkins County, New York, and the United States. If the organization is located in another country, there must be a base office in the U.S. in order for Community Foundation to be able to make the grant.

Grant Awards and Attribution

Once grants are approved by the Community Foundation board, an award letter and grant agreement are sent to the organization by email. Upon the receipt of an electronically signed grant agreement, checks are mailed to the recipient organizations. Depending on your wishes, the grant award letter may include your name, the name of your advised fund, and how the grant monies are to be used. Anonymity is respected, and you may choose to make an anonymous grant by indicating that choice on the grant nomination form.

IRS Regulations

While making grants through an advised fund is a flexible process, there are a few things an advised fund cannot support. In accordance with IRS regulations, grants awarded from Community Foundation funds may not be used to fulfill personal pledges or to pay for memberships, dues or anything that provides a direct benefit to a donor or fund advisor. In addition, an advised fund grant cannot be awarded to a named individual. For questions related to restrictions, please contact the Community Foundation staff.

Grant Cycle Application Review Opportunities

The Foundation will actively seek grant nominations from you during our grant cycles. Information will be emailed to you in April and October, coinciding with the Community Foundation's competitive Spring and Fall grant cycles.

Your packet includes:

- Summary of grant cycle priorities;
- Summary of funding requests;
- A grant nomination form.

Twice a year, Spring and Fall, Community Foundation's Community Grants Program accepts applications from organizations. Staff and volunteers review and visit select organizations that have submitted proposals. We are happy to share a list of potential nonprofit applicants whose missions and interests align with your charitable goals. This list of grant opportunities provides an opportunity for you to assist in funding a specific project and can help inform you of other needs in your community.

Grantmaking Made Easy



Philanthropic and Donor Services

In addition to managing the administrative details of your fund, the Foundation provides you with many opportunities to learn, lead, and grow as a philanthropist. Community Foundation offers opportunities for fund advisors and their families to expand and pursue their philanthropic goals through individualized services, educational programming, and a wide range of events.

Connecting with Nonprofits

Community Foundation is in close communication with nonprofits, and staff is available to contact and gather more information about areas that interest you. Visiting a nonprofit organization that you are or may consider funding, as well as the neighborhoods it serves, is an excellent way to gather data about the organization and see its work in action. It also enables you to evaluate a potential grantee more effectively, enhance your own understanding of the community and learn how you and the organizations you fund can best serve its needs. We can arrange site visits, as well as advise you on questions to ask staff and board members and other issues to consider.

Partnering with Community Foundation Programs and Initiatives

Community Foundation is involved in many different programs and initiatives to support a stronger community. With your advised fund, you can partner with Community Foundation to support programs such as early childhood and parenting education, mentoring, youth philanthropy, social justice causes, and environmental education. Please speak with staff to learn about these programs and how you can help.

Social and learning events

The Community Foundation offers periodic programs covering a wide variety of topics and donor interests. These programs provide you with an opportunity to listen to and learn from peers as well as those working in the nonprofit sector. The Foundation hosts a series of events designed to introduce donors to each other, encourage networking and information sharing, and offer technical information to maximize grantmaking. Let's Talk Philanthropy is part of our Listening and Learning Series. Donors in small group conversations share their perspectives on critical issues.

Learning Together

As part of Community Foundation, you have access to many individuals in the nonprofit and public sectors as well as to a myriad of informational resources to guide and inspire your giving. Staff members are delighted to facilitate conversations between our donors and various experts in all areas of community life.

Family Philanthropy

The Foundation has many donors who encourage their children, grandchildren or others to carry on their own tradition of philanthropy. An advised fund is a great resource to assist you in introducing your children to philanthropy. When the time is right for your family, Community Foundation staff can meet with you to clarify shared family values and goals. We can help you develop a value statement and set of goals that will guide future grantmaking from your fund.

Research Reports

As part of our support to donors and charitable giving, the Foundation makes available research and publications on issues that affect our communities. Past reports have included studies on children and families, education, and giving in Tompkins County and New York State. Some of these recent publications are located on our website.

NY Funders Alliance

As a fund advisor you are by extension a member of NY Funders Alliance (NYFA). This membership organization serves the philanthropic community, providing information, gatherings, and networking opportunities. We hope you take advantage of the many membership benefits available through NYFA. We can inform you of the various activities and you can also find a listing of the ongoing events on the NYFA website: www.nyfunders.org.

Fund Management

Adding to Your Fund

You may add to your fund at any time. The Community Foundation accepts gifts in several different forms: cash, check, stock transfer, wire transfer, and online.

When making additions to your fund via check, simply make the check out to “Community Foundation of Tompkins County” and mail it to the Ithaca office, with a note indicating that it is an addition to your advised fund. We will mail you a tax receipt for your records.

When making an addition to your fund via stock transfer, please contact staff, so that we may provide you with transfer instructions and work with your broker to complete the transaction. Once the transfer is complete, we will provide you with a tax receipt.

If you have questions about other types of assets, such as real estate property, please refer to our Gift Acceptance Policy or contact us.

Anyone can make a contribution to any fund at any time. All gifts will be acknowledged to the donor making the gift. Donor advisors are notified of the name of the donor and the date, but not the amount of the donation, as part of their semiannual fund statements (or more frequently, if requested).

Fund Expenses

How Your Fund Supports Our Work

The revenue generated from supporting fees covers a portion of the cost of the Foundation’s core services, which include philanthropic advising, nonprofit capacity building, grantmaking, gift and grant processing, charitable asset management, planned giving services, new fund development, civic leadership activities and communications.

Philanthropic Services Assessment

Community Foundation keeps expenses low, while providing high-quality services to donors and grantees. Each Community Foundation fund pays a proportionate share of some of the administrative expenses of the

Year-End Giving

Many donors prefer to make additions to their fund in December. If you plan to make a year-end stock gift, please let us know to ensure that your contributions are handled in a timely manner. If timing is of concern, be sure to:

- Ask us for Community Foundation’s account number to give to your brokerage firm;
- Include our account number in your letter to your broker, requesting that they transfer the stock; and
- Send us a copy of the letter.

Fund Inactivity

Advised funds are classified as inactive if no grant nominations are received or grants have not been made for three years. Gifts made into a fund do not constitute activity. Community Foundation staff will attempt to contact the Donor Advisor at least once, by telephone and certified mail. If contact cannot be made, the board of directors will invoke its variance power and recommend the fund balance be transferred to the Community Foundation operations fund or Tompkins Today and Tomorrow Fund for unrestricted grantmaking.

Foundation. This Philanthropic Services Assessment is deducted in monthly installments from the fund’s principal balance. You will find this deduction on your summer and winter fund statements.

1.75% on invested balances under \$50,000

1.25% on invested balances of \$50,000 and above

Annual minimum fee on invested balances: \$150.

Sweep of interest earnings on cash balances

Investment Management Fee

Community Foundation allocates costs associated with investment management proportionally to the individual funds included in the investment pool.

Community Foundation’s investment returns are stated net of investment management costs.

.20% on invested balances in Plans A, B, and C

.35% on invested balances in Plan D

Investment Program

The goal of the investment program is to achieve a total rate of return that will allow the Foundation to respond to today's needs and provide for long-term growth for future needs. The investment strategies are available for both endowed and expendable funds. Refer to the Investment Policy Statement for additional detail. Find online at cftompkins.org under Resources and then the Policies tab.

Investment Advisory Privileges

Upon making a gift to the Community Foundation, donors give up all rights, title, and interests to the contributed assets in exchange for receiving a tax deduction at the time of donation. Donors cannot choose investments, investment managers, or brokers. Donors are allowed advisory privileges with respect to fund investment options. The Community Foundation currently offers four different fund investment options.

Investment Options

Endowed (permanent) funds exist to provide a perpetual resource for charitable purposes. The investment objective of permanent funds is preserving the long-term, real purchasing power of assets while providing a relatively predictable and growing stream of annual distributions in support of the Foundation.

Expendable funds provide a temporary charitable asset. The investment objective of nonpermanent funds, that is, funds that are wholly expendable, is to preserve capital and, if possible, purchasing power over the life of the fund.

Fund Investment Pool Allocation Models

The majority of Community Foundation funds are invested in the investment pool with the four different asset allocation models available, comprised of equity holdings and fixed income holdings. ESG (environmental, social and governance) pool uses a set of standards for screening investments based on a set of environmental, social, and governance criteria. (see appendix for portfolio performance and asset allocation).

Asset Allocation	Equity	Fixed Income
Plan A (65/35)	65%	35%
Plan B (80/20)	80%	20%
Plan C (40/60)	40%	60%
Plan D [ESG] (65/35)	65%	35%

Cash and Cash Equivalents

Cash and cash equivalent assets are highly liquid and not subject to significant fluctuations in value. Expendable funds are often held in cash equivalent instruments but may be invested in the plan options listed above.

Financial Administration Committee

The Financial Administration Committee is responsible for oversight of the Foundation's investments and investment managers. The committee provides monthly reports to the board of directors on financial matters, including the acquisition, disposition, administration, and management of Foundation investments, and the performance of the investment managers. The committee is comprised of individuals with expertise in wealth management, accounting, and investments. The committee is also responsible for proposing and monitoring the Foundation's Investment Statement of Objectives.

The Power of a Permanent Fund

This chart shows an example of a permanent fund that was established with an initial gift of \$100,000. Over 15 years, the fund value has continued to grow, keeping ahead of inflation, and the fund has distributed more than \$100,000 in grants. Endowment Funds are a powerful resource for our community, fueling grants for current needs and growing resources for the future.

Initial Fund Value	\$100,000
Fund Value After 25 Years	\$213,000
Grants Approved Over 25 Years	\$200,000
Annualized Investment Return	8.5%
Annualized Grant Amounts	5.0%



LOOKING AHEAD

One gift, many generations

assumes 5% annual payout and 8.5% rate of return

The Future of Your Fund

Your Legacy

Continuing to honor your charitable wishes is important to us. We will track your grantmaking history and offer this information to you to review your history of giving and to analyze whether you would like to make any changes. If at any time you would like to review your grantmaking activity, we can prepare a report to suit your needs.

Succession Plans

When you establish a fund, we will ask you to recommend succession plans for the fund. They may include any of the following options. If no plans are indicated, the fund balance will be placed in the Community Foundation's operations fund (see below).

Successor Advisors

When you created your fund, you may have named a relative or friend to make grant nominations on your behalf when you are no longer able to do so. Upon notification by the successor, the Community Foundation will meet with these individuals and will provide them with the history of your charitable giving and assist them in making grant nominations based on the guidance you provided during your lifetime.

Tompkins Today and Tomorrow Fund(s)

Transfer the fund balance to the Community Foundation's unrestricted grantmaking fund. There are two options; a transfer may be made to Tompkins Today and Tomorrow Endowment Fund, which as a permanent fund, enables grantmaking for today, while building a permanent endowment to be available in perpetuity. Or, the Tompkins Today and Tomorrow Fund, which is a fully expendable fund for unrestricted grantmaking.

Community Foundation Operations Fund

Transfer the fund balance to assist with the current programs and services of the Community Foundation.

Community Foundation Operations Endowment Fund

Transfer the fund balance to assist with the programs and services of the Community Foundation in perpetuity.

Field of Interest Fund

Transfer the balance to a field of interest fund such as the Women's Fund, the Children & Youth Fund or Social Justice Fund (complete listing on website).

Designated Fund for a Specific Nonprofit

Recommend a specific organization to receive regular disbursements by transforming your donor advised fund into an endowed designated fund.

Planned Giving

Leaving a Lasting Legacy at the Community Foundation

Planned gifts offer donors a wide variety of opportunities that can help further their philanthropic goals, enhance their retirement income and also provide substantial tax savings. The Community Foundation offers a full array of planned giving options, assisting individuals and families in the creation of lasting legacies.

Donors who make planned or legacy gifts to support the work of Community Foundation will be invited to join the Foundation's Legacy Society. The Legacy Society honors those who have named Community Foundation in their estate plans, either by will designation or through a trust or other deferred gifts. These gifts are vital to the future of our communities. Members of the Legacy Society receive invitations to our annual meeting and special donor events.

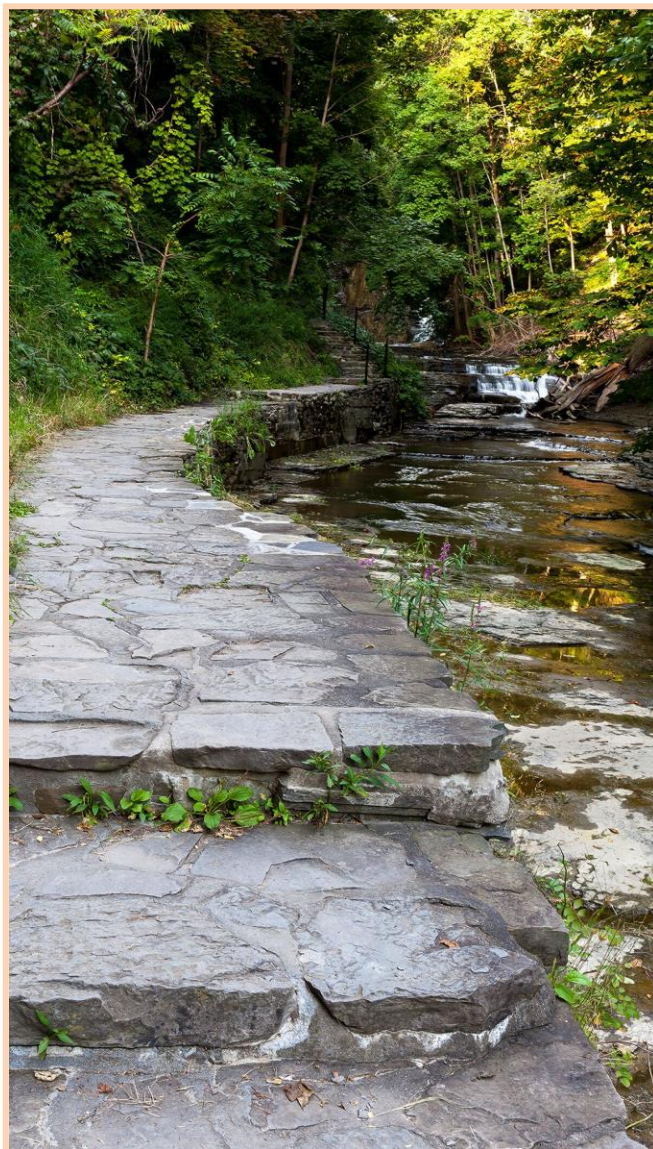
Community Foundation History: Philanthropy Magnified

Today, more than 850 Community Foundations operate in the United States. The first Community Foundation was formed more than 100 years ago. With such a long history and widespread acceptance, community foundations are still gaining popularity and new audiences throughout the country.

In 2000, six local leaders served as the incorporating board of the Community Foundation of Tompkins County and appointed one full-time executive director and one part-time assistant. Special thanks go to early, forward thinking individuals at Atlantic Philanthropies, Cornell University, Ithaca College, Park Foundation, Triad Foundation, and the United Way of Tompkins County for making investments in the Community Foundation.

Every year since 2006, the Community Foundation has met the highest level of operational effectiveness set by our peers, the Council on Foundations' National Standards. This achievement underscores our commitment to earning and maintaining the respect of our community and the trust of our donors.

Celebrating its 18th year in 2018, the Foundation has matured responsibly since its beginning. In this period, \$27 million in gifts have been raised and awarded more than \$12.5 million in grants. A strong measure of commitment to the Foundation's future is the recent board decision to invest financial and personnel resources to embrace the demand for increased civic engagement and to serve donors more comprehensively.



Frequently Asked Questions

How will I know how much I have available in my fund, with which to make grant nominations?

Endowed fund advisors will receive a statement calculating the spendable (grantable) amount each February. The statement details the activity of your fund, including the amount that is available to you for grant nominations for the remainder of the year. Fund statements for both endowed and expendable funds are mailed out each January and July. You can also contact the office with any questions about your fund.

Is there a minimum grant nomination amount?

A minimum nomination of \$200 is required in order to make the most efficient use of Community Foundation's resources.

How often should I nominate grants?

We encourage you to nominate grants on a regular basis, as it fits within your priorities and plans.

May I make a grant nomination for a membership or pledge?

No. In accordance with IRS regulations, grants awarded from Community Foundation funds may not be used to fulfill personal pledges or to pay for memberships, dues, or anything that provides a direct benefit to a donor or fund advisor.

What type of organization may I nominate for a grant?

You may nominate grants to nonprofit public charities, schools, government, and religious institutions.

I want to make grants to a specific area of interest, but don't know my options. Can Community Foundation help me identify appropriate programs?

Yes. Our staff can help identify nonprofit organizations that match your charitable interests. We can also research organizations you would like to learn more about before you nominate a grant.

May I nominate grants to organizations outside of Tompkins County?

Yes. However, international grants can only be made when the nonprofit organization has a base office in the United States, as well as qualify as a 501(c)3 organization under U.S. federal guidelines. There may also be other eligible groups identified by U.S. federal

guidelines that are eligible.

How are grants distributed and acknowledged?

An award letter accompanies each distribution made to a charitable organization. You will receive a confirmation email and a list of the grant or grants that were approved and paid from your fund. Unless otherwise requested, the notification to the charitable organization identifies the name of the fund.

Can I remain anonymous to a grant recipient?

Yes. Let us know when you submit your grant nominations.

Can I get my children or grandchildren involved?

Yes. We can assist you in engaging your children or others as donor advisors on your advised fund.

May I nominate a grant to an individual person?

No. According to IRS regulations, Community Foundation may make grants only to qualified nonprofit public charities, schools, government, and religious institutions. Community Foundation staff performs due diligence on all organizations for documentation of nonprofit status.

May I serve on the board of an organization and nominate a grant to them from my advised fund?

Yes, as long as you receive no personal benefit from the grant, nor have undue influence on how the grant is spent.

May I nominate a grant to an organization to support their public advocacy activities?

Yes. According to IRS regulations, it is legally permissible for Community Foundation to make general support grants to nonprofit organizations that perform advocacy work, which may include lobbying. However, Community Foundation may not make grants to organizations to support a particular candidate in a political campaign.

Does Community Foundation offer programs that assist nonprofits?

Community Foundation staff provides assistance to nonprofit organizations through a variety of services and programs including technical assistance, convening Listening & Learning groups, and web based resources.

Community Foundation Staff



George P. Ferrari, Jr.
Chief Executive Officer
(607) 272-9333
gferrari@cftompkins.org

Contact George Ferrari for making a gift or bequest, to work with your professional advisor, to begin the process of opening a new fund, to learn more about programs such as the Transfer of Wealth Study and the Social Capital Survey, and for general non-profit and grants questions.



Janet Cotraccia
Program Officer
(607) 272-9333
jcotraccia@cftompkins.org

Contact Janet Cotraccia for specific questions about the four grant cycles and letter of inquiry processes of the Community Foundation, for questions about Listening Learning focus groups, and for more about final reports and site visits.



Amy LeViere
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(607) 272-9333
aleviere@cftompkins.org

Contact Amy LeViere for philanthropic services matters, for questions on your fund statement, mailings, for making grant nominations from your fund, and program activities, education and events such as Let's Talk Philanthropy, Learning Exchanges, Philanthropy Magnified Reception, and the Women's Fund.



Nancy Massicci
Chief Development Officer
(607) 72-9333
nmassicci@cftompkins.org

Contact Nancy Massicci for making an annual or major gift, to become a Legacy Society member or to join the HEROES Circle, to learn of the variety of options to make your strategic philanthropy plan have the greatest impact, and for business underwriting opportunities.



Corrina Rider
Administrative Coordinator
(607) 272-9333
admin@cftompkins.org

Contact Corrina Rider as your first point of contact with the Community Foundation, to inquire about the status of pending grants, to inquire about the status of a grant application, to schedule appointments with other staff, for general questions about our calendar of events, and for specific forms on our website or to request forms to be emailed or sent to you by the US Postal Service.

COMMUNITY FOUNDATION OF TOMPKINS COUNTY PLAN A Total Portfolio Performance & Asset Allocation

Performance Summary

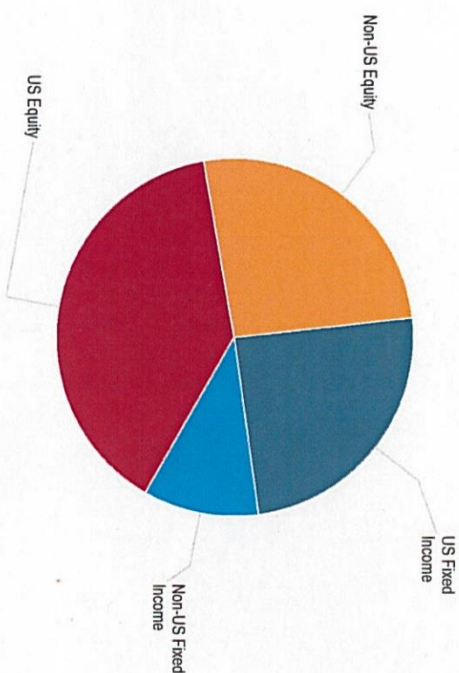
	Ending December 31, 2017						Inception	
	Market Value (\$)	2017 Q4 (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	10 Yrs (%)	Return (%)	Since
COMMUNITY FOUNDATION OF TOMPKINS COUNTY PLAN A (Gross)								
COMMUNITY FOUNDATION OF TOMPKINS COUNTY PLAN A (Net)	13,232,674	3.88	--	--	--	--	10.80	Mar-17
0JAD7W Composite Benchmark		3.83	--	--	--	--	10.68	
		4.04	--	--	--	--	11.00	Mar-17

- 0JAD7W Composite Benchmark = 29% Spliced Total Stock Market Index / 5% CRSP US Small Cap TR USD / 5% CRSP US Large Cap Value TR USD / 26% Spl Total International Stock Index / 24.5% Spliced BBgBarc USAgg Float Adj Ix / 10.5% BBgBarc GA ex-USD FIAJ RIC Cplix-Hgd

Current Allocation as of December 31, 2017

	Current	%	Policy	Difference *
US Equity	\$5,156,452	39.0%	39.0%	0.0%
Non-US Equity	\$3,438,915	26.0%	26.0%	0.0%
US Fixed Income	\$3,250,543	24.6%	24.5%	0.1%
Non-US Fixed Income	\$1,386,763	10.5%	10.5%	0.0%
Total	\$13,232,674	100.0%	100.0%	

* Difference between Policy and Current Allocation



COMMUNITY FOUNDATION OF TOMPKINS COUNTY PLAN B Total Portfolio Performance & Asset Allocation

Performance Summary

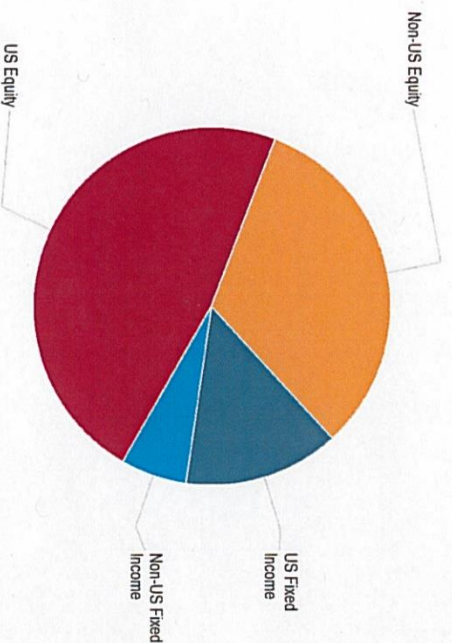
	Ending December 31, 2017					Inception	
	Market Value (\$)	2017 Q4 (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	10 Yrs (%)	Return (%) Since Feb-17
COMMUNITY FOUNDATION OF TOMPKINS COUNTY PLAN B (Gross)	115,134	4.65	--	--	--	--	13.93
COMMUNITY FOUNDATION OF TOMPKINS COUNTY PLAN B (Net)		4.62	--	--	--	--	13.83
0JAD7X Composite Benchmark		4.85	--	--	--	--	13.97

- 0JAD7X Composite Benchmark = 38% Spliced Total Stock Market Index / 5% CRSP US Small Cap TR USD / 5% CRSP US Large Cap Value TR USD / 32% Spl Total International Stock Index / 14% Spliced BBgBarc USAgg Float Adj Ix / 6% BBgBarc GA ex-USD FltI RIC CplXHGd

Current Allocation as of December 31, 2017

	Current	%	Policy	Difference *
US Equity	\$54,669	47.5%	48.0%	-0.5%
Non-US Equity	\$37,352	32.4%	32.0%	0.4%
US Fixed Income	\$16,206	14.1%	14.0%	0.1%
Non-US Fixed Income	\$6,906	6.0%	6.0%	0.0%
Total	\$115,134	100.0%	100.0%	

*Difference between Policy and Current Allocation



COMMUNITY FOUNDATION OF TOMPKINS COUNTY PLAN C Total Portfolio Performance & Asset Allocation

Performance Summary

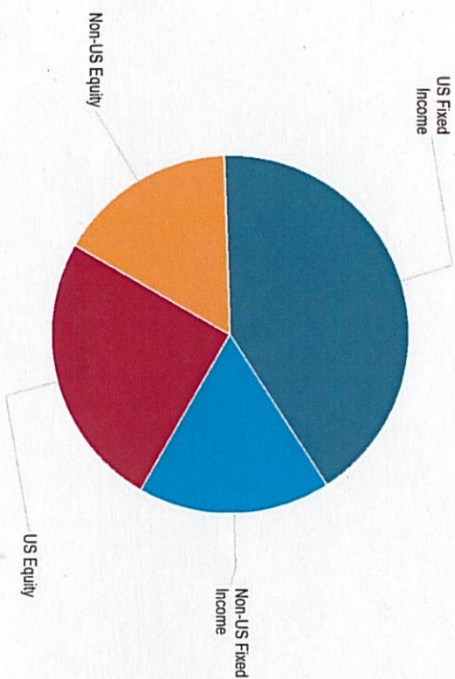
	Ending December 31, 2017					Inception	
	Market Value (\$)	2017 Q4 (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	10 Yrs (%)	Return (%) Since
COMMUNITY FOUNDATION OF TOMPKINS COUNTY PLAN C (Gross)	125,914	2.63	--	--	--	--	8.16 Feb-17
COMMUNITY FOUNDATION OF TOMPKINS COUNTY PLAN C (Net)		2.58	--	--	--	--	8.05
0JADTY Composite Benchmark		2.74	--	--	--	--	8.24 Feb-17

- 0JADTY Composite Benchmark = 24% Spliced Total Stock Market Index / 16% S&P Total International Stock Index / 42% Spliced BBGBarc USAgg Float Adj Ix / 18% BBGBarc GA ex-USD FIAdj RIC CpiXtHgd

Current Allocation as of December 31, 2017

	Current	%	Policy	Difference *
US Equity	\$31,449	25.0%	24.0%	1.0%
Non-US Equity	\$20,381	16.2%	16.0%	0.2%
US Fixed Income	\$52,129	41.4%	42.0%	-0.6%
Non-US Fixed Income	\$21,956	17.4%	18.0%	-0.6%
Total	\$125,914	100.0%	100.0%	

*Difference between Policy and Current Allocation

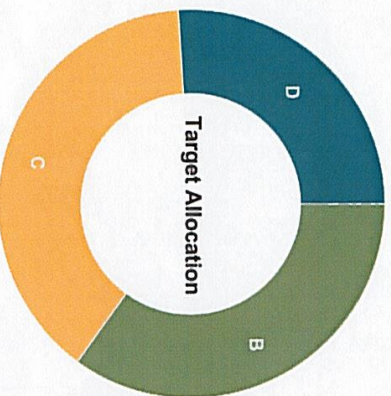
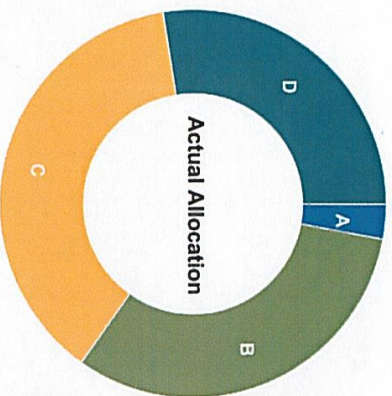


Asset Class Allocation

PLAN D

Group: Community Foundation of Tompkins County

As of 12/31/2017



Note: Graph reflects only supervised assets.

Portfolio Overview

Plan D

Group: Community Foundation of Tompkins County

As of 12/31/2017

Performance History

Performance Inception Date: 05/31/2017

	Market Value	Quarter to Date	Inception to Date
Cash & Equivalents	\$82,134	0.1	0.2
Fixed Income	\$894,662	0.1	0.4
Bloomberg Barclays Aggregate		0.4	1.1
Equities	\$1,828,904	6.1	12.8
Russell 3000		6.3	12.2
Total Portfolio - Gross Of Fees	\$2,806,141	4.1	8.5
Total Portfolio - Net Of Fees	\$2,806,141	4.0	8.4
Blended Benchmark*		3.9	8.0

All asset class and sub-category performance returns are gross of account-level management fees, but net of mutual fund expenses and private equity and real estate administrative fees. Investment performance is updated multiple times each month as new information is received. Because of this, returns may vary from previously reported numbers.

All performance and market values shown exclude the value of unsupervised assets, but are inclusive of accrued interest.

*Blended Benchmark: (9/30/17-Present) 35% Russell 3000, 26% MSCI ACWI ex-U.S. Net, 35% Bloomberg Barclays Aggregate. Previous blends available on request.

Performance for periods greater than one year are annualized.

Change in Portfolio

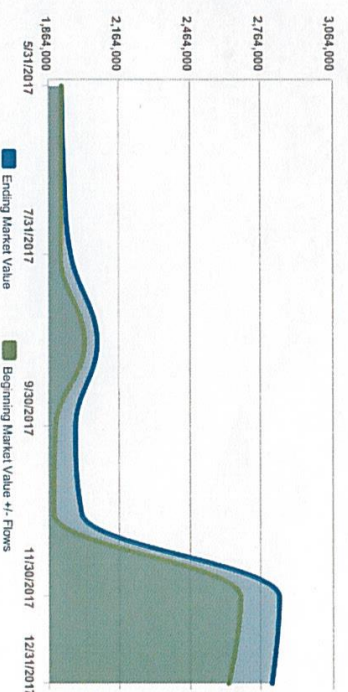
	Quarter to Date	Inception to Date
Beginning Portfolio Value	1,975,768	1,920,051
Net Contributions / Withdrawals	732,622	705,690
Market Value Gain / Loss	71,919	144,452
Income	27,423	38,618
Management Fees	-1,516	-2,512
Portfolio Fees and Expenses	-75	-148
Ending Market Value	\$2,806,141	\$2,806,141

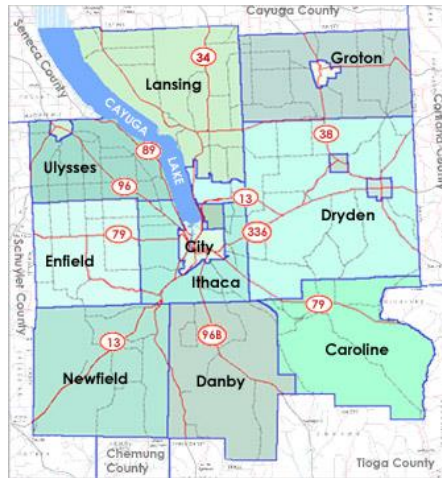
Asset Allocation



Asset Class	Weight	Target
A Cash	2.9%	-
B Fixed Income	31.9%	35.0%
C U.S. Equities	37.7%	39.0%
D Non U.S. Equities	27.5%	26.0%
Total	100.0%	100.0%

Historical Market Value





VISION: Tompkins County thrives thanks to engaged philanthropy.

Community Foundation of Tompkins County

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Ithaca, NY 14850

(607) 272-9333

Visit our website to stay current on Community Foundation activities, events, and news.

www.cftompkins.org

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