



Divisions

Bonita Springs Community Foundation  
Good Neighbor Community Foundation of Sanibel-Captiva

## Donor-advised Fund Distribution Request

A **signed** Grant Recommendation Form must be submitted, either via fax, email or postal mail, for all requested distributions. (Please note "Requests that do not meet IRS regulations" on page 2.)

### Grant Recommendation Form

(Submit by the first Tuesday of the month.)

Name of Donor Advised Fund \_\_\_\_\_

As the Advisor to the above-referenced Fund, I recommend that the Southwest Florida Community Foundation, consider the following grant (one grant per request form):

Agency Name \_\_\_\_\_

Agency Street Address \_\_\_\_\_

Agency City/State/ZIP \_\_\_\_\_

Contact Name/Title \_\_\_\_\_

Contact Phone/Fax \_\_\_\_\_

Grant Amount \_\_\_\_\_ Today's Date \_\_\_\_\_

Purpose (please check):

General Operating Support

Capital Contribution

Specific Program/Other \_\_\_\_\_

I wish for this grant to be anonymous.

Special Instructions (if any): \_\_\_\_\_

**I understand that this recommendation is advisory only and that final authority over all distributions made by the Community Foundation rests with the Southwest Florida Community Foundation, whose authority it is to ensure that all grants are made for the charitable purposes consistent with Internal Revenue Service guidelines and within the mission of the Southwest Florida Community Foundation. I attest that the recommendation(s) above do not represent payment of a pledge or other personal financial obligations on behalf of the fund representative(s) donors, advisors, family members, or related parties and businesses they control, and that no tangible benefit, goods or services, such as membership, dinners, tickets, etc. were or will be received by any individual or entities connected with the Fund. (Refer to back of form.)**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

8260 College Parkway, Suite 101 Fort Myers, FL 33919 • 239-274-5900 • fax 239-274-5930 • email [info@floridacommunity.com](mailto:info@floridacommunity.com)  
websites [www.floridacommunity.com](http://www.floridacommunity.com) • [www.bonitacommfoundation.com](http://www.bonitacommfoundation.com) • [www.sanibelcommunity.com](http://www.sanibelcommunity.com)



Confirmed in Compliance with National Standards for U.S. Community Foundations

## Instructions For Use

Please use this form when requesting a grant distribution from your Donor-advised Fund. Use one form for each grant request. Mail or fax the completed form to:

Southwest Florida Community Foundation  
8260 College Parkway, Suite 101  
Fort Myers, FL 33919  
239-274-5900  
fax 239-274-5900

### Approval Time

Requests should be received the first Tuesday of the month. Pending board approval, grant checks will be processed by the third Wednesday of the month.

### Approval Process

Upon receipt of your request, the Southwest Florida Community Foundation staff will review the form to insure that all necessary information is included and verify that the organization is a nonprofit organization. Following board approval, a grant is made to the organization. Included with the check will be a letter identifying your Fund (fund name only) as the source of this grant.

### Requests that do not meet IRS Regulations (Please Read Carefully)

We appreciate the opportunity to be of service to you in your charitable giving. As a part of that service, it is important to comply with IRS regulations regarding Donor-advised Funds. In exchange for an irrevocable gift to a Donor-advised Fund, you receive a tax deduction. In order to preserve the integrity of this deduction, the Community Foundation cannot honor certain grant requests. Following is an explanation of requests that would not qualify:

**Pledges** - this request would fulfill a commitment previously made by you. Relinquishment of control of the asset is essential to proving that an irrevocable gift was made. For example, control is not given up if Southwest Florida Community Foundation fulfills a charitable obligation or pledge made by the donor. The Community Foundation cannot be responsible for a donor's obligation even though the obligation is to a charity.

**Memberships** - this request would result in a membership benefit to you. There are specific IRS rules regarding the deductibility of contributions for which donors receive a benefit. For example, when an individual pays for a membership to an organization and received parking privileges, then the amount of the membership less the value of the parking privileges becomes the deductible amount. The rules are no different for contributions to Donor-advised Funds. Since donors receive a full tax deduction when a contribution is made to a fund at Southwest Florida Community Foundation, a Donor-advised Fund may not be used to pay for memberships in which the donor receives goods or services in exchange.

**Dinners/Events** - the request would result in a benefit to you. There are specific IRS rules regarding the deductibility of contributions for which donors receive a benefit in exchange. For example, when an individual buys tickets to a fund-raiser and receives a dinner as part of the cost of the ticket, then the amount of the ticket less the value of the dinner becomes the deductible amount. The rules are no different for contributions to Donor-advised Funds. Since donors receive a full tax deduction when a contribution is made to a fund at Southwest Florida Community Foundation, a Donor-advised Fund may not be used to purchase tickets to galas or any other type of charitable contribution in which the donor receives goods or services in exchange. Our intent is to protect the charitable deduction of your gift to Southwest Florida Community Foundation.