

# Corporate Partner Program



*Join the Community Foundation as a corporate partner  
to engage, lead and transform our community.*

## Why companies choose the Community Foundation for their charitable giving

### Your Giving Becomes Easy

Charitable giving through the Community Foundation is done under the Foundation's federal tax identification, so there are no tax returns for you to file, no excise taxes to be paid, no minimum payout requirement, and no up-front legal fees. It is a seamless means of outsourcing your corporate giving program.

### Your Philanthropy Becomes Cost-Effective and Efficient

Charitable giving through the Community Foundation is based on a standard agreement between you and the Foundation. There is no fee to create a fund and a very low cost to administer the fund. We provide tax receipts for all contributions and many years of experience accepting all types of assets including cash, stock and real estate.

### Your Charitable Giving Becomes More Organized

Your business will receive regular reports showing the charities you are supporting and the amounts given. The fund can insulate the business from the deluge of requests for contributions and acts as a buffer for on-the-spot solicitations.

## Simple Solutions for Corporations

### Corporate Donor-Advised Fund

This is an attractive alternative that offers immediate tax benefits to your company and allows you to support you or your employees' charities of choice with no minimum or maximum limits on grantmaking.

### Grantmaking Program

Grantmaking is a more robust charitable giving option that allows you to fund local programs or projects through a community grant application process. We offer a range of services to ensure that your grant dollars create impact in your community.

### Employee Matching Gift Fund

An employee matching gift fund allows you to enhance employees' contributions and/or volunteer time. The Community Foundation handles the details, including processing checks and verifying the charitable status of grant recipients

### Disaster Relief Fund

A disaster relief fund provides an immediate tax deduction while allowing you to support charities that respond to disasters or to provide your employees with qualified emergency needs should a disaster strike.

## Services for Corporations

### Community Knowledge

CFGD provides research and experience-based insights to clients wanting assistance in identifying charities in a particular community or area of interest.

### Grantmaking Due Diligence

CFGD follows a strict due diligence process with each potential grant to ensure you are in compliance with regulations pertaining to charitable giving.

### Anonymous Grantmaking

CFGD offers anonymity and protection if you don't want to be identified publicly, and the flexibility to change this on a grant-by-grant basis.

## Acceptable Assets

The Community Foundation can accept almost any type of asset. Depending on your situation, you could take advantage of significant tax savings by contributing real estate, life insurance, interest in a closely held company, S corporations and other illiquid assets such as gifts of grain, coin collections or a classic car.

### Our behind-the-scenes team is available to:

- Field phone calls from grant seekers
- Identify qualified applicants
- Receive and review grant requests
- Maintain a database of all grant requests, grant awards and status
- Provide grant recommendations
- Prepare and send award letters, agreements and reporting documents
- Notify organizations whose proposals are denied
- Make site visits to examine program concept or agency capabilities
- Determine if a gift qualifies as a charitable contribution
- Process and verify grant payments
- Oversee grantee accountability

# Fee Schedule

## Option 1: Donor-Advised Fund

*Processing of grants*

An annual 1% fee will be applied to the fund for administration and investment, which includes 10 grant checks. Each additional check will be charged a \$25 administrative fee.

*Example:*

You start a fund with \$20,000. In the first quarter, 26 grant payouts are distributed.

\$20,000 x 1% fee = \$200  
 16 checks x \$25 = \$400  
 Total fee = \$600

## Option 2: Donor-Advised Fund + Grantmaking Program

*Professional administrative oversight, online grant application process, review and recommendation of grants, site visits, distribution of grants*

An annual 8% fee will be applied to the fund for administration and investment.

*Example:*

You start a fund with \$20,000. In the first quarter, 26 grant payouts are distributed.

\$1,600 (8% fee) will be charged to the fund.

## Option 3: Customizable Package

*Customized based on needs; fees vary based on corporation program*

## Service Annual Fee Options

Service	Annual Fee
Option 1 - Donor-Advised Package	1% fund balance + \$25 per check after 10 checks
Option 2 - Donor-Advised + Grantmaking	8% fund balance
Option 3 - Customizable Package	Customized based on program



**COMMUNITY FOUNDATION**

*of Greater Dubuque*

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# Easy as 1-2-3:

# Transfer Your Corporate Giving to the Community Foundation

## Step 1: Corporate Philanthropy Inventory (Optional)

We begin with a Corporate Philanthropy Inventory in order to gather information on charitable giving activities. Our goal is to measure the cost-effectiveness and community impact of your current approach. Understanding how much your company is giving—and to what causes—can help you focus and track your giving more effectively in the future.

### The Corporate Philanthropy Inventory covers the following areas:

- Charitable giving and community activities
- Giving practices
- Types of giving, including grants, sponsorships, events and scholarships
- Guidelines for making decisions
- Roles of clients, staff and management in making decisions
- Volunteerism, including executive board service and employee volunteer hours
- In-kind contributions
- Employee giving and matching gifts
- Corporate giving campaigns
- Historical giving
- Systems for tracking donations
- Amounts of giving based on employee and customer requests versus corporate mission
- Internal structures and processes for grantmaking
- Methods of measurement

## Step 2: Choose Your Best Fit

The Community Foundation works with a variety of corporations to meet their charitable giving needs. Donor-advised funds, grantmaking programs and employee matching gift funds are the most common methods but we can also help you customize a program based on your goals.

By giving through the Community Foundation, you can:

- Choose recognition or anonymity
- Qualify for the Endow Iowa 25% state tax credit for endowed funds
- Receive annual gift planning and/or fund management consultation
- Receive comprehensive reviews of your giving strategies

### Donor-Advised Funds

Establishing a donor-advised fund allows you to make a gift to the Community Foundation and remain actively involved in suggesting uses for your fund. You can open a fund with cash, stock, real estate, life insurance or almost any other asset. With a donor-advised fund, you can:

- Name your gift fund to distinguish your business or identify your charitable goals
- Provide current or permanent support of your favorite charities
- Receive prompt gift acknowledgements
- Expect timely due diligence

### Grantmaking Program

A grantmaking program funds local programs or projects through an application process. We offer a range of services to ensure that your grant dollars create impact in your community. Through a customized Community Foundation grant program, you can:

- Name your grant program to distinguish your business or identify your charitable goals
- Provide support of your favorite charities
- Receive prompt gift acknowledgement and grant processing
- Obtain timely grant research and due diligence
- Work with a dedicated Community Foundation representative
- Make targeted site visits to local and regional charities



## Step 3: Consider an Employee Matching Gift Fund

Many employers sponsor matching donation programs to charitable organizations for their employees. A Community Foundation employee matching gift fund administers corporate matching gifts while allowing you to enhance employees' contributions and/or volunteer time.

- An employee matching gift fund encourages charitable giving and demonstrates appreciation for employees' commitment
- We handle the details, including processing checks and verifying the charitable status of grant recipients

**Example:** Your employee decides to make a gift to his or her charity of choice. Since you are a matching gift corporation, you will match the donor's \$100 gift to the charity at a 1:1 ratio, for a total of \$200. As a result, the donor increases the value of his or her gift simply by participating in the matching program and will be recognized at that giving level by the charity.

### Matching gift programs generally consist of four steps:

1. An employee donates to an eligible 501(c)3 organization
2. The employee submits a form to his/her employer's human resources department with a gift receipt or copy of check
3. The company validates grant request and notifies the Community Foundation
4. The Community Foundation sends a check to the nonprofit

### While there is no standard expectation for employee giving programs, companies typically offer at least one of the following:

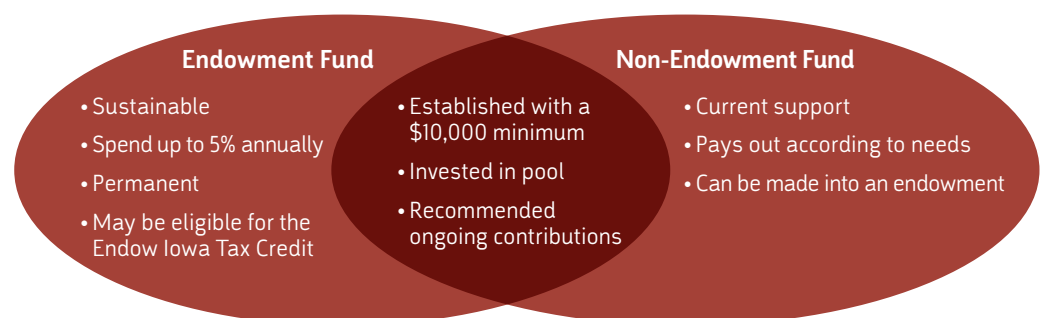
**Matching gifts:** The company matches charitable contributions made by employees; Matches can vary in the percentage matched and the contribution cap an employer will match

**Volunteer grants:** The company provides grants to nonprofits as a way to recognize employees' volunteer time with an organization

**No-strings-attached annual grant stipends:** The company sets a dollar that every employee is able to allocate to a nonprofit of his or her choosing

**Matches for fundraising walks, runs, etc.:** Similar to matching gifts, except the company allows employees to raise money from friends and family which is then matched by their employer

## Endowment Fund vs. Non-Endowed Fund



Whether your business is just beginning to consider how to give or you're already operating a corporate foundation, the Community Foundation can help further your philanthropic mission.

We can streamline your charitable giving through a donor-advised fund, administer your grantmaking program or coordinate an employee matching gift fund.

Our community knowledge and charitable giving expertise can help you meet your corporate giving goals, promote your company or family's philanthropic passions and make a positive impact on your community.

### **How does your company benefit from becoming a corporate partner?**

- Streamlined administration of your charitable giving
- Inclusion on our website as an invested giver with a company profile
- Recognition as a community advocate and collaborative funder
- Positive community exposure through our annual report, social media, newsletters, press releases, ads and publications

