



Austin Community  
FOUNDATION

# **YOUR AGENCY FUND**

**at Austin Community Foundation**



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# ABOUT AUSTIN COMMUNITY FOUNDATION

**Our mission is to mobilize ideas and resources to strengthen Central Texas.**

We believe Austin belongs to all of us, and everyone deserves to thrive. Our work is focused on closing the opportunity gap through advancing economic mobility and affordable housing.

## OUR APPROACH

### **/ INFORM: We are data driven and deeply connected.**

We provide you with research to understand the areas of greatest need and make connections between you and the nonprofits best equipped to close the opportunity gap in Central Texas.

### **/ INVITE: We convene conversations.**

We bring together people, resources, and ideas to craft our shared vision for Austin and Central Texas. When you join us, you have a voice in shaping Austin's future.

### **/ INVEST: We make charitable investments — in Austin.**

We grow our pool of charitable resources to make greater investments in Austin. Every dollar you entrust to Austin Community Foundation increases our ability to make greater investments in Austin.



# THE ACF AGENCY FUND

By choosing to establish an agency (nonprofit) fund at Austin Community Foundation, you are helping to create meaningful change in Central Texas, while gaining access to world-class investment services and support from an organization focused on fostering an ecosystem of philanthropy. ACF manages funds for over 70 local nonprofits. We offer two types of funds for nonprofits: the Agency Endowment Fund and the Agency Investment Fund. The assets of both fund types can be invested for potential growth.

## AGENCY ENDOWMENT FUND

An endowment fund is suitable for organizations that intend to maintain assets in perpetuity, while providing annual support for programs and operations. The spending policy provides for a maximum amount available for distribution each year and is calculated as 4% of the average trailing 20 quarters of the fund's market value.

## AGENCY INVESTMENT FUND

An investment fund is suitable for organizations that intend to maintain assets for 3-5+ years and want to have flexibility. Fund assets may be accessed without having to demonstrate financial emergency or need. Choose an investment option that meets your goals and time horizon.

## WITH ACF, YOU HAVE THE OPPORTUNITY TO:

- / Choose from a range of investment options, leveraging expertise not available to smaller investors
- / Gain access to philanthropic experts and research about the community's greatest needs
- / Contribute a variety of assets, including stock, bequests, retirement funds, life insurance, real estate, and other assets

## WHAT TYPES OF ORGANIZATIONS CAN HAVE AN AGENCY FUND AT ACF?

ACF can make grant distributions to charitable organizations that are tax-exempt under Internal Revenue Code ("Code") Section 501(c)(3) and classified as public charities under Code Sections 509(a)(1) or (2). ACF can also make grants to certain private operating foundations described in Section 4942(j)(3) of the Code and certain supporting organizations described in Section 509(a)(3) of the Code.

## Eligible organizations include but are not limited to:

- |  |   |
|--|---|
| / Museums and arts organizations         | / Scientific and medical research institutes                              |
| / Schools and educational institutions   | / Religious organizations and places of worship                           |
| / Environmental organizations            | / Other organizations or institutions established for charitable purposes |
| / Hospitals and healthcare organizations |   |

## ONLINE ACCOUNT FEATURES

You can access your fund at any time through our donor portal, an online tool that enables you to view your fund balance, gifts to your fund, grant distribution history, and pending activity. You can also request grant distributions and access important Foundation resources. For more information about the donor portal and instructions to log on and navigate, please reference our Donor Portal Guide on pages 16 and 17.

## COMMUNICATIONS FROM THE FOUNDATION

The Foundation keeps you informed on the latest news, events, and unique funding opportunities in the community. Add [info@austincf.org](mailto:info@austincf.org) to your address book to ensure you see these important updates and opportunities. Our record-keeping system sends important transactional documents, such as tax receipts, from [no-reply@fcsuite.com](mailto:no-reply@fcsuite.com); please add this address as well.

## Have any additional questions about agency funds?

Please contact Stephanie Sessa, Donor Relations Officer, at [ssessa@austincf.org](mailto:ssessa@austincf.org) or 512.220.1371.

# FUND ADVISORS

A fund advisor on an agency fund serves as the Foundation's point of contact for questions, statements, and correspondence. The fund advisor is often the organization's leader but is sometimes appointed by the leader.

## A fund advisor can:

- / Request grant distributions
- / Recommend investment pool options for endowed and quasi-endowed funds
- / Change or add advisors
- / Access fund information on our donor portal

## CHANGING OR ADDING A FUND ADVISOR

The existing advisor may add or change the advisor at any time by submitting [this form](#). The Foundation will request that a primary advisor be identified. If one is not identified, the first or longest-serving advisor will be considered the primary advisor. The Foundation will consider this advisor their point of contact on all fund business.

## NAMING MULTIPLE FUND ADVISORS

Each named advisor has an Equal Privilege to Act. They will have the privilege of making recommendations for the fund. For example, suppose the executive director and the treasurer are named advisors to the fund. In that case, each acting alone can recommend investment preferences and distributions for the fund. The Foundation will recognize recommendations from any advisor unless otherwise specified in the fund agreement.

If you do not want the Equal Privilege to Act, you can assign a primary advisor with authority and additional advisors with "View Only" access. Advisors with "View Only" access can view statements, fund balance, and distribution activity but may not initiate distribution requests. This can be useful for finance staff or members of your Board of Directors.

## LEADERSHIP TRANSITIONS

The Foundation can provide support in knowledge transfer during times of leadership transition. Before your primary fund advisor leaves your organization, please ensure you have submitted a request to ACF to add and remove fund advisors accordingly. Please contact Stephanie Sessa, Donor Relations Officer, at [ssessa@austincf.org](mailto:ssessa@austincf.org) or 512.220.1371 to request new fund advisor orientation support.



**"As an Austin Community Foundation agency fundholder, we at the Library Foundation are inspired by partnering with people who are as passionately devoted to the same purpose as we are: improving the lives of Austinites. It never occurred to us to establish our funds anywhere else."**

– Tim Staley, *Executive Director at The Library Foundation*

# CONTRIBUTING TO YOUR FUND

## CHECK

Mail your check payable to Austin Community Foundation and note in the memo line the name of your fund:

Austin Community Foundation  
4315 Guadalupe Street, Suite 300  
Austin, TX 78751

## CREDIT CARD

You can add to your fund using a debit or credit card by logging on to the donor portal and choosing the "donate" tab. Please keep in mind that you will be charged a merchant fee.

## ELECTRONIC FUND TRANSFER (ACH) / WIRE TRANSFER

You may safely and conveniently transfer funds from your bank account via wire or electronic fund transfer, with the option to give one time or set up recurring transfers.

If you plan to make a wire or ACH contribution, please notify us by [completing this form](#). A staff member will review the request and send transfer instructions to the email address provided.

## STOCK

Please notify [stock@austincf.org](mailto:stock@austincf.org) of your intention to transfer a gift of securities. In your email, please include your name, email, name of your fund, name of your broker and firm, type of stock and number of shares. Use the following information to make your transfer:

Transfer stock to: Charles Schwab & Company Inc.  
101 Montgomery Street  
San Francisco, CA 94104

Contact Phone: 800.515.2157  
DTC #: 0164  
Receiving Account: 2415-7171  
Receiving Account Name: Austin Community Foundation  
ACF Tax ID #: 74-1934031

# CONTRIBUTING TO YOUR FUND

## CRYPTOCURRENCY

Submit information about your donation using [this form](#). After submitting, the confirmation will provide a link to make your donation through Giving Block. After your donation is processed, you will receive a gift receipt from Giving Block. The currency will be converted to cash and deposited into your charitable fund at ACF within a few days.

## PUBLIC CONTRIBUTIONS

Public donors are also able to give directly to your fund at ACF. Please see the Agency Fund Accounting section of this handbook on page 11 for more information.

## OTHER ASSETS

We accept most types of gifts including the following:

- |                         |   |
|-------------------------|---|
| / Bonds                 | / Oil and gas, mineral or timber rights |
| / Business interests    | / Private & publicly traded securities  |
| / Estate & trust assets | / Real property                         |
| / Life insurance        | / Retirement assets                     |
| / Mutual fund shares    | / Tangible personal property            |

# TAX CONSIDERATIONS

## GIFT ACKNOWLEDGMENT / TAX RECEIPTS

You will receive an acknowledgment letter when your organization contributes to your fund.

Public donors making a gift to your fund will receive an acknowledgment letter, which can act as a tax receipt. Fund advisors can opt into receiving a notification when a public donation occurs.

If an email address is provided, the donor will receive the acknowledgment via email. Otherwise, it will be mailed. Those making frequent gifts may request a consolidated receipt for the year.

## TAX STATUS OF FUND

Funds established at the Foundation are component funds of the Foundation, a 501(c)(3) public charity. Accordingly, all contributions to a fund are treated for tax purposes as gifts to a 501(c)(3) public charity and are tax deductible to the extent allowed by law, subject to individual and corporate limitations. Please consult your legal or tax advisor regarding the application of such limitations to your personal situation.

## VARIANCE POWER

Under IRS rules, all funds are subject to the Foundation's "variance power" as set forth in its bylaws. The variance power gives the Foundation the authority to modify any donor recommendation, restriction, or condition on distributions from a fund for any specified charitable purpose or to any specified organization, if in the sole judgment of the Foundation, such recommendation or condition becomes unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community. (As required under Treasury Regulation § 1.170A-9(f)(10)-(11).)

# FINANCIAL INVESTMENT & MANAGEMENT

Investing the charitable dollars you entrust to us is integral to our work. We offer investment strategies that match your goals. We also aim to provide clear, transparent information about our financial position, investment management, performance, and fees.

## INVESTMENT OPTIONS

We realize that every organization's situation is unique. That's why we offer investment options designed for those who want to grow their fund over the shorter term or in perpetuity. Our Investment Committee has designed four investment pools to suit various investment goals. In some cases, you may choose to retain your current investment manager. (Some limitations apply.)

Investment options can be found on the following page and at [austincf.org/investments](https://austincf.org/investments).

## SPENDING POLICY FOR ENDOWED FUNDS

Endowed funds are subject to the Foundation's spending policy established by the Board of Governors to maintain the endowment's purpose in perpetuity. The spending policy provides a maximum amount available for grants each year and is calculated as 4% of the average trailing 20 quarters of the fund's market value.

## INVESTMENT OVERSIGHT

Our Investment Committee is comprised of seasoned investment and business professionals drawn from our Board of Governors and the larger business community. With the aid of our investment counsel, Fiducient Advisors, the Committee formulates overall investment policy, determines strategic asset allocation and choice of asset classes, hires money managers, monitors and evaluates investment performance, and makes changes in policy and portfolio distribution. Money managers regularly present to the Investment Committee on portfolio performance and strategy implementation.

To review our investment policy or see the list of our Investment Committee members, visit [austincf.org/investments](https://austincf.org/investments) or request a copy by emailing [heretohelp@austincf.org](mailto:heretohelp@austincf.org) or calling the Foundation's main line at 512.472.4483.

## REPORTING

Your investment pool selection is located on your fund statement. ACF provides investment performance reports to its fundholders every quarter. You can find the most recent reports at [austincf.org/investments](https://austincf.org/investments). ACF also hosts periodic investment webinars to help keep our fundholders informed. Webinars are recorded and posted with the investment reports online.

## CHANGES TO YOUR INVESTMENTS

ACF can assist you with periodic changes to your investment options based on your organization's evolving goals and coordinate the transition with our investment counsel. If you want to change your investment options, please contact Stephanie Sessa, Donor Relations Officer, at [ssessa@austincf.org](mailto:ssessa@austincf.org) or 512.220.1371.



# INVESTMENT OPTIONS

## Time Horizon: 10+ Years

### Long-Term Active Management

**Description:** This pool is best suited for those funds which are permanently endowed or similarly restricted in their liquidity requirements, have an investment time horizon of 10 years or greater, and seek higher long-term returns as compared to a more moderately-balanced, passive investment portfolio.

**Investment Characteristics:** Globally diversified use of alternative investments, including private equity and hedge funds.

#### Typical Asset Allocation:

- / 20% Fixed income
- / 60% Equity
- / 20% Alternatives

**Average Fee:** 0.65% - 0.75%

### Long-Term Passive Management

**Description:** This pool is best suited for those funds which are permanently endowed, have an investment time horizon in excess of 10 years, and seek simplicity along with higher long-term returns compared to a more moderately balanced investment portfolio.

**Investment Characteristics:** Globally diversified, no alternative or private market investments.

#### Typical Asset Allocation:

- / 20% Fixed income
- / 80% Equity

**Average Fee:** 0.20% - 0.25%

## Time Horizon: 5-7 Years

### Medium-Term Active Management

**Description:** This pool is best suited for funds that desire a more moderate balance between global equities and fixed income, seek simplicity with potential for market out-performance, and desire more moderate long-term returns with less equity market volatility.

**Investment Characteristics:** Globally diversified, no alternative or private market investments.

#### Typical Asset Allocation:

- / 40% Fixed income
- / 60% Equity

**Average Fee:** 0.35% - 0.50%

### Medium-Term Passive Management

**Description:** This pool is best suited for funds that desire a more moderate balance between global equities and fixed income, seek simplicity along with more moderate long-term returns, and are less comfortable with short-term equity market volatility.

**Investment Characteristics:** Globally diversified, no alternative or private market investments.

#### Typical Asset Allocation:

- / 40% Fixed income
- / 60% Equity

**Average Fee:** 0.20% - 0.25%

## Time Horizon: Varies

### Separately Managed

Maximize your fund growth by working with your current investment manager. The objective of a Separately Managed Fund is to enable funds to be invested with an outside investment advisor in a manner that suits your time horizon and grantmaking intentions. This option requires a \$500,000 fund minimum.

Visit [austincf.org/investments](https://austincf.org/investments) for more details and performance report. See the "Assets" section of your fund statement to view your investment pool.

# FEES

## AGENCY FUND FEE SCHEDULE

Funds established at the Foundation are subject to administration and investment fees. The Foundation's current agency fund administration fees are explained below. Investment returns are reported net of investment management fees.

The Foundation reserves the right to change its fee structure at any time.

### Tiered Fees

The fees shown are annual percentages charged on the fund balance. Fees are assessed at the rate of 1/12 of the fee on the average market value of the fund each month.

- / Below \$1 Million – 0.85%
- / \$1 Million and up – 0.75%
- / \$3 Million and up – 0.50%

There is a \$250 annual minimum fee.

*Investment expenses range from .25-.8% depending on investment option. See the Financial Investment section on page 8 for more information.*

# AGENCY FUND MANAGEMENT

## LOW BALANCE FUNDS

The minimum amount needed to establish an agency fund is \$5,000, and we recommended keeping a minimum balance of \$5,000 in your fund. If you anticipate your fund dropping below \$5,000, please reach out to Stephanie Sessa, Donor Relations Officer, at [ssessa@austincf.org](mailto:ssessa@austincf.org) to develop a growth or fund closure plan.

## CHANGING THE NAME OF A FUND

Fund advisors may change the name of a fund at any time with a written notification to Austin Community Foundation staff. Send your request to [heretohelp@austincf.org](mailto:heretohelp@austincf.org).

## CLOSING YOUR FUND

If you wish to close your quasi-endowed investment fund, you may do so by distributing the remaining balance (less any applicable fees) back to your organization. Contact Stephanie Sessa at [ssessa@austincf.org](mailto:ssessa@austincf.org) to determine your final grant amount and to initiate fund closure. Endowment

# AGENCY FUND ACCOUNTING

Austin Community Foundation is proud to partner with nonprofit organizations to administer funds that support their missions. There are some critical accounting practices to consider when establishing your fund. Understanding these practices can help determine how your gifts should flow into your fund.

**Accounting standards require that the Foundation consider the source of donated charitable funds to a nonprofit's fund. Two types of gifts can be given to an agency fund.**

## AGENCY GIFTS

Agency gifts are granted from the agency itself. When a nonprofit transfers assets to a community foundation and specifies itself as the beneficiary of the assets, the transaction is deemed reciprocal because, by accepting the funds, the Foundation agrees to make such distributions to the nonprofit at a future time. Such funds should be recognized as an asset by the nonprofit. The Foundation recognizes a corresponding liability for such funds. Agencies can accept and issue a tax receipt for donor gifts, then re-grant them to ACF. These gifts are considered agency gifts because they are accepted and recognized gifts to the agency.

## DONOR GIFTS

Donor gifts are solicited by the agency but given directly to the agency's fund at ACF. When a nonprofit solicits gifts from donors for their fund at the Foundation, these gifts are not considered reciprocal transfers since they are made by the donor for the benefit of the nonprofit. These gifts are recorded by the Foundation to the nonprofit's fund as gifts, not as a liability. The nonprofit does not record the gifts.

**If you choose to accept both agency and donor gifts, ACF will establish two funds to account for them separately.**

- / ACF fees are asset-based. There is no cost difference to support two funds versus one. Funds are linked together to reduce fees based on total assets for both funds.
- / Investments are assessed based on percentage of ownership in the investment pool. We consider both funds as one, and having two funds does not impact your investments.
- / You can view your funds separately or jointly on the ACF donor portal. The two funds share the same name and a "^" symbol at the end of the fund name represents agency gifts that should be recorded on an agency's books as an asset.

Nonprofits have two separate funds only if they have made deposits from their agency and received donations from individuals for their agency funds.



# DISTRIBUTIONS

Since 1977, ACF has worked alongside its fundholders to mobilize charitable resources for the greater good. The following section provides information about ACF's grant distribution processes and policies.

## DISTRIBUTING FROM YOUR FUND

You or your designated advisor(s) may request grant distributions from your fund anytime.

### 1. Request a distribution:

- / Online – Log in to the donor portal to initiate your grant distribution. Reference the Donor Portal Guide for detailed instructions.
- / Email – If you have questions or need assistance regarding grant distribution, please email [grants@austincf.org](mailto:grants@austincf.org).

### 2. Distribution processing:

Distribution requests submitted by Wednesday at 5 p.m. are processed the same week. Distributions are sent to you through an electronic bank transfer (ACH). Payments are initiated on Friday unless they are over \$50,000 and require additional authorization, additional information is needed for due diligence, or if our team needs to confirm transfer information. Holiday bank and office closures can impact grant distribution timelines; please contact staff for details. Grantees receive a grant transmittal letter via email. (See sample letter in Appendix.)

## AUTOMATIC DISTRIBUTIONS

Organizations with endowment funds can opt into annual automatic distributions. If you choose this feature, the Foundation will calculate the spending policy at the end of the year and grant your organization the entire spendable balance in the first quarter of the following year.



**"We love working with Austin Community Foundation! They make it so easy to invest our dollars in the future of our organization. They are strong advocates for our community and help make Austin a better place for everyone!"**

– Natalie Russell, *Chief Financial Officer at Any Baby Can*

# PARTNER WITH ACF

## FUNDING FROM ACF: COMMUNITY GRANTS

One unique benefit of partnering with ACF is the opportunity for donor advised fundholders to discover and give to the most pressing needs of local nonprofits in Central Texas. Through our Community Grants program, Foundation staff connects donors with local organizations and causes aligned with their interests. In many cases, donors are introduced to new areas of interest for their charitable giving. Nonprofits are invited to apply for funding in the eight impact areas listed below.

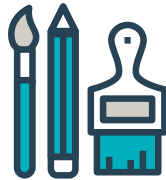
### How it works:

- / ACF invites Central Texas nonprofits to share their best ideas on how they can improve life in Central Texas by applying to the Community Grants program.
- / Foundation staff verifies the programmatic and financial viability of each application.
- / Fundholders receive quarterly emails with a link to review the grant requests. Applications are summarized and sorted by interest area for ease of review.
- / Fundholders can choose to give to one, multiple, or none of the grant requests. They can also choose to fund the full amount requested or give any amount they prefer.

## COMMUNITY GRANTS IMPACT AREAS



ANIMALS



ARTS AND CULTURE



COMMUNITY  
ENGAGEMENT



EDUCATION



ENVIRONMENT AND  
PUBLIC SPACES



HUMAN SERVICES /  
BASIC NEEDS



HEALTH AND  
WELLNESS



RECREATION

## ELIGIBILITY

Organizations that meet the following criteria are eligible to apply to the Community Grants program:

- / Tax-exempt organizations under Sections 501(c)(3) or 170(b)(1)(a)(vi) of the Internal Revenue Code and units of government.
- / Serve in at least one of the following counties: Bastrop, Burnet, Caldwell, Hays, Travis, or Williamson.

## RESTRICTIONS

In general, the Foundation does NOT award grant funds for:

- / Endowment funds
- / Scholarships
- / Religious organizations for religious purposes
- / Fundraising activities or events
- / Umbrella funding organizations that intend to distribute funds at their discretion
- / Political lobbying or legislative activities
- / Individuals

Applications for our Community Grants program are accepted year-round. To apply for a Community Grant, please visit [austincf.org/apply-for-a-grant](https://austincf.org/apply-for-a-grant).

# PARTNER WITH ACF

## FUNDING FROM ACF: STRATEGIC PROGRAMS

Austin Community Foundation is focused on closing the opportunity gap by advancing economic mobility and affordable housing in Central Texas. Through our strategic programs, we mobilize charitable resources for maximum impact. We offer an annual grant cycle for our three strategic programs focused on economic mobility: The Black Fund, Hispanic Impact Fund, and Women's Fund.



The Black Fund



Hispanic Impact Fund

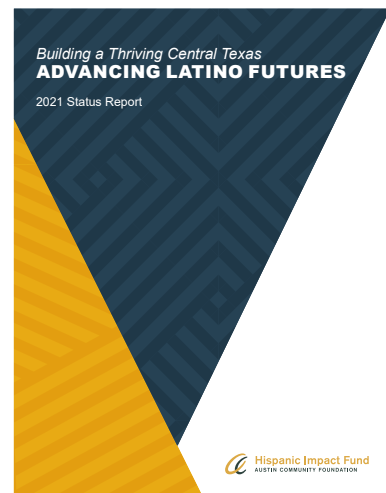
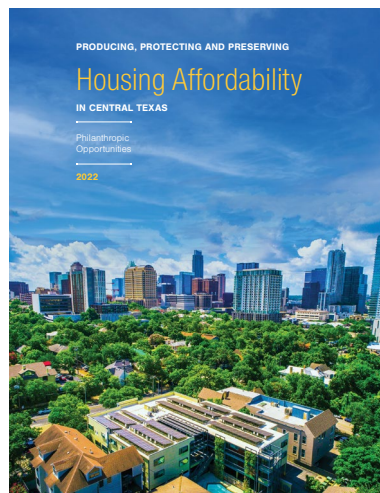
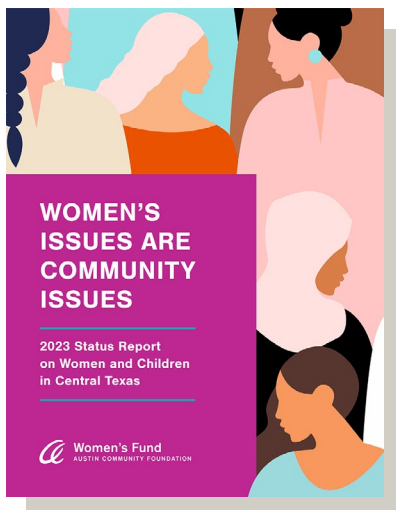


Women's Fund

For more information about our strategic programs and grant cycle timeline, please visit [austincf.org](https://austincf.org).

## RESEARCH REPORTS

ACF commissions research to understand the areas of greatest need and explore ideas to close the opportunity gap in Central Texas. Read our latest reports and learn about our community at [austincf.org/research](https://austincf.org/research).





# PARTNER WITH ACF

## PLANNED GIVING FOR AGENCY FUNDS

An agency's donors may wish to include that agency in their planned giving.

- / **Direct donor bequests to your agency fund:** A bequest includes specific language in an individual's will or living trust naming your fund at the Foundation as the recipient of a testamentary gift. Sample bequest language:
  - / "I give, devise, and bequeath to Austin Community Foundation, a Texas nonprofit corporation (the "Foundation"), for the \_\_\_\_\_ Fund which has been established and funded at the Foundation; provided, however, that if the \_\_\_\_\_ Fund is not in existence at the time this bequest is to be funded, it is my desire that this bequest be used by the Foundation to fund charitable activities as similar as practical to those previously funded by the \_\_\_\_\_ Fund."
- / **Retirement plan donations:** Your fund can be named as a beneficiary of your donor's retirement funds, such as an IRA, 401k or 403b, allowing the donor to avoid significant, often unanticipated, tax penalties.
- / **Life insurance donations:** Donors can designate your fund as a beneficiary of their life insurance policy. Your donor may also transfer ownership of a paid-up policy to your fund, donate insurance policy dividends, or choose to name your fund as a designated owner and beneficiary.

## TRUSTS AND OTHER GIVING VEHICLES

A donor may work with a professional advisor to transfer assets to a charitable remainder trust (CRT) that provides a specific distribution percentage to one or more (income) beneficiaries for life, or a term of years, with the remainder interest paid to your fund.

### There are two kinds of CRTs:

- / Charitable remainder unitrust (CRUT): A CRUT requires annual reevaluation of the trust assets—which typically changes the value of the unitrust payment—and allows donors to make additional gifts to the trust.
- / Charitable remainder annuity trust (CRAT): The income beneficiary of a CRAT receives a fixed amount that is determined when the trust is established. A CRAT does not allow donors to make additional gifts to the trust.

A donor may also transfer assets to a charitable lead trust (CLT). Your fund is the income or "lead" beneficiary for a lifetime or term of years, after which the remaining assets are distributed to the donor or other beneficiaries.

Please get in touch with the Foundation if a donor is making a planned gift to your fund and/or making a gift of an illiquid asset. Planned gifts are reviewed by ACF leadership and must meet the guidelines for our gift acceptance policy. We want to ensure your donor's wishes become a reality.

# DONOR PORTAL GUIDE

As a fund advisor, you can access your fund information online through our donor portal. Using the donor portal, you can give to your fund, view your latest fund balances, get fund statements, request grant distributions, review your history, and more. If you need assistance beyond what's provided in this guide, please contact [heretohelp@austincf.org](mailto:heretohelp@austincf.org).

## GETTING STARTED

To get started, you will receive an email from Austin Community Foundation with a custom invitation link to create your account in the portal. Your username will be the email address on file with the Foundation. Once you click on the invitation link in the email, you will be prompted to create a password of your choice.

After establishing your initial account credentials, you can return to the portal by visiting [austincf.org](https://austincf.org) and clicking "Donor Login" at the very top of the page.

If you forget your login credentials or have trouble logging in, please contact us at [heretohelp@austincf.org](mailto:heretohelp@austincf.org) or call 512.472.4483.

## NAVIGATING THE PORTAL

Once you log in, you will be directed to your fund's home page. If you manage multiple funds, you will be prompted to select the fund you wish to review. You can toggle between your funds on the "Choose Fund" tab.

The tabs at the top of the page display available features, however, some features may be hidden based on fund type or access level.

- / **Home** – A quick snapshot of your fund's most recent activity. You will see your fund's current balance and available balance (if applicable), recent contributions, and recent grant history and status.
- / **Contributions** – Shows all donations made to your fund. By clicking on a donor's name, you will see their history of contributions.
- / **Grants** – Shows the history of grants awarded from your fund including date, organization name, amount and purpose.
- / **Grant Request** – Allows you to request a grant from your fund. Detailed grant request instructions can be found on the next page of this guide.
- / **Statements** – Shows your fund's monthly market summaries. Next to the summary you wish to view, click "Print" and the system will generate a PDF in a new window that you may save or print.
- / **Files** – Lists any files the Foundation has uploaded to your fund.
- / **Donate** – Allows you to make a gift to your fund at any time.
- / **Other** – Any accounts payable or non-deductible contribution activity will be displayed here.
- / **Logout** – Logs you out of the Donor Portal. You will be automatically logged out daily for security.
- / **Export** – Contributions and grants can be exported to a .csv file by clicking the "Export" tab while viewing the data you wish to export.

# DONOR PORTAL GUIDE

## REQUESTING A GRANT DISTRIBUTION

To distribute a grant from your fund, click the "Grant Request" tab. Submitting a grant distribution request is a three-step process:

### 1. Choose a grantee

- / You have several options for selecting a grantee:
  - / Select your organization from the list of grantees you have given to previously.
  - / Search for your organization within Austin Community Foundation's database (or click the "Guidestar" tab to select a grantee from Guidestar's charity database).
  - / Enter your organization information manually if you cannot find your organization using the first two options.

### 2. Enter grant details

- / In the "Description" field, include any notes you would like to be shared with the grantee in the grant memo.
- / Upload any attachments you wish to provide along with the request. Please note attachments will not be shared with the grantee unless specified.
- / In the "Processing Notes" field, provide any instructions for Austin Community Foundation to reference while processing the request.

### 3. Review and submit request

- / Once you submit the request, the grant will be entered into the next weekly processing cycle. Staff will reach out to you with any questions or changes to your request.

## FREQUENTLY ASKED QUESTIONS

### Who do I contact for audit confirmation requests?

Please email your request to Stephanie Sessa, Donor Relations Officer, at [ssessa@austincf.org](mailto:ssessa@austincf.org).

### Can a grant distribution be made to a different organization?

Grant distributions may only be made back to the nonprofit that established the fund.

### May I direct my grant distribution to a specific use or program?

Yes, as long as it complies with any restrictions in your fund agreement. Just specify your intent when you submit your grant request.

### Is there a minimum grant amount?

Yes, our grant minimum is \$200.

### I'd like to pick up my grant check. May I do that?

Unfortunately, we cannot provide you with a check. ACF processes grant payments electronically for security and efficiency. We're happy to provide you with a grant transmittal letter and payment verification electronically.

### Can I change our investment pool option?

Yes. Please contact [heretohelp@austincf.org](mailto:heretohelp@austincf.org) to request a change. Given that the long-term active pool has some illiquidity, in order to maintain asset allocations, distribution is limited to the greater of 25% of fund assets or \$200,000 per quarter.

### When can I access our monthly statements?

A fund advisor can log into the Donor Portal to view the fund balance and fund statements. Statements are produced approximately 15 days after the close of each month. For more information on the Donor Portal, please see this handbook's Donor Portal Guide section.



# FREQUENTLY ASKED QUESTIONS

## ENDOWMENT FUND FAQs

### Can I choose a different spending policy for an agency endowment fund?

No. ACF has engaged in market research and found that our spending policy of 4% is standard in the industry and usually results in a smoother and more predictable spendable balance calculation. We continue to evaluate the spending policy annually with the Investment Committee and still feel it is the best option to preserve principal in perpetuity.

### When is the spending policy calculated and available to distribute?

The ACF Finance team focuses on closing the annual books during the month of January every calendar year. Typically, your spendable balance will be available by mid-February for distribution each year and will show up in your Donor Portal.

### How do I know if we are ready for an endowment fund?

An endowment fund can be the right financial tool for your organization if you have significant capital on hand (or plan on fundraising for it) that you would like to keep intact in perpetuity to support the sustainability of your organization. Keep in mind that an endowment fund at ACF is permanent and can only be unrestricted on rare occasions (i.e., your organization ceases operations or merges with another entity). Some organizations choose to open an investment fund instead and impose internal controls on the amount that can be distributed annually (essentially acting as an endowment) to maintain the flexibility of having full access to the funds if needed. In that case, we advise transparency with donors about the restrictions on their gifts.

## INVESTMENT FUND FAQs

### How do I know if we are ready for an investment fund?

Typically, an organization is ready for an investment fund if it already has a healthy cash reserve that is not impacted by market risk. Investment funds are invested in quasi-endowed investment pools, and we recommend they should stay invested for a minimum of 3-5 (ideally 5-7) years to ensure they see a return and benefit from upswings in the market. An investment fund is not the right tool if you are looking for a checking account or to withdraw funds frequently.

## DONOR PORTAL FAQs

### What is my username?

Your username is the primary email address on file with the Foundation. If you don't know what email address to use, please contact us at [heretohelp@austincf.org](mailto:heretohelp@austincf.org).

### How do I reset my password?

If you need to reset your password, please contact us at [heretohelp@austincf.org](mailto:heretohelp@austincf.org). For security reasons, staff cannot access user passwords but can reset them as needed.

### How long does it take for grant requests to be processed?

Grants are processed weekly. Requests received by Wednesday at 5 p.m. are processed the same week, pending any research or additional signatures required for grants over \$100,000.

### How do I know if my grant request has been processed?

Your most recent grants paid will be listed on the "Home" tab. You can also opt to receive email notifications by emailing [heretohelp@austincf.org](mailto:heretohelp@austincf.org).

### Where can I access our monthly statements?

A fund advisor can log into the Donor Portal to view the fund balance and all statements. Statements are available monthly and are produced approximately 15 days after the close of each month.

### Who do I contact if I am having issues with the donor portal?

Contact us at [heretohelp@austincf.org](mailto:heretohelp@austincf.org), or call us at 512.472.4483.

If you have additional questions, please contact [heretohelp@austincf.org](mailto:heretohelp@austincf.org).





# APPENDIX

# SAMPLE GRANT TRANSMITTAL LETTER



4315 Guadalupe Street, Suite 300  
Austin, TX 78751

[austincf.org](http://austincf.org)

## GRANT TRANSMITTAL

September 1, 2022

Example Charity  
123 Main Street, Suite 123  
Somewhere City, TX 12345

A grant to Example Charity has been made by a fund of the Austin Community Foundation.

Grant Amount: \$1,000

Grant Purpose: Unrestricted

Fund: Doe Family Fund

Submitted By: John Doe  
123 Avenue  
Austin, TX 78751

We encourage you to thank the donor personally if their contact information is provided. If no contact information is included above, the donor wishes to remain anonymous. We are unable to disclose any additional donor information.

You do not need to send Austin Community Foundation or the donor a tax receipt for this grant. In addition, we kindly request that the Foundation not be sent general mailings unless requested.

Endorsement of the enclosed check certifies that this check represents a charitable contribution and does not represent payment for goods, services, or other value provided to any person or organization. If you are unable to fulfill the purpose of this grant, please contact us immediately.

Austin Community Foundation is pleased to assist you in your endeavors through the generosity of this donor. If you have any questions, please contact [grants@austincf.org](mailto:grants@austincf.org) and reference grant 12345.



# SAMPLE FUND STATEMENT

## FUND STATEMENT

January 01, 2021 through December 31, 2021

### Fund Summary

<b>BEGINNING FUND BALANCE</b>	\$442,701.30
<b>Income</b>	
Contributions	76,504.29
Dividends	10,056.40
Interest	20.69
Interest on Notes Receivable	493.16
Realized Gains/Losses	12,924.53
Unrealized Gains/Losses	34,346.64
<b>Expenses</b>	
Administrative Fee Expense	5,234.73
Grants	105,750.00
Management Fees	202.79
<b>ENDING FUND BALANCE</b>	<u>\$465,859.49</u>

### Fund Detail

#### Contributions Received

02/01/2021	Doe, Jane	76,504.29
	<b>Total Contributions</b>	<u>\$76,504.29</u>

#### Grants Approved

01/31/2021	Texas Tribune	500.00
03/12/2021	Meals on Wheels Central Texas	2,500.00
05/14/2021	Austin Opera	1,000.00
07/18/2021	Communities in Schools of Central Texas	25,000.00
08/22/2021	University of Texas at Austin	2,500.00
08/22/2021	ACF Hispanic Impact Fund	2,500.00
09/22/2021	Texas Tribune	500.00
12/06/2021	Austin Leadership Fund	10,000.00
12/06/2021	United Way for Greater Austin	5,000.00
12/06/2021	Impact Austin Foundation	1,250.00
12/06/2021	Mobile Loaves and Fishes Endowment Fund	25,000.00
12/06/2021	Nature Conservancy - Austin	15,000.00
12/06/2021	Dell Children's Medical Center Foundation	10,000.00
12/06/2021	Austin Travis County Integral Care	5,000.00
	<b>Total Grants</b>	<u>\$105,750.00</u>



# SAMPLE FUND STATEMENT (cont.)

## Statement of Financial Position

### ASSETS\*

Cash	(\$381.01)
FundATX Pool	\$25,000.00
Interest Receivable - FundATX Pool	\$333.54
Mid Term Passive Pool	\$442,906.96

### TOTAL ASSETS

**\$467,859.49**

### LIABILITIES

Grants Payable	\$2,000.00
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### TOTAL LIABILITIES

**\$2,000.00**

### FUND BALANCE

Beginning Fund Balance	\$442,701.30
Current Revenues over Expenses	\$23,158.19

### TOTAL FUND BALANCE

**\$465,859.49**

### TOTAL LIABILITIES AND FUND BALANCE

**\$467,859.49**

\* If your fund is invested in one of our main pools, please visit [austincf.org/investments](https://austincf.org/investments) to view your most recent investment performance reports. To determine your investment pool(s), reference your asset allocation above.

## Understanding This Fund Statement

See the following to help you better understand this statement:

**Contributions** – Amount donated to your fund during this period. Contributions Received details (if any) on the second page only include those gifts that are tax deductible to the extent allowed by law.

**Grants** – Grants distributed from your fund during this period.

**Administrative Fee** – Supports operations and programs at the Foundation.

**Dividends/Interest Income** – Earnings on your interest.

**Realized Gains/Losses** – Increase or decrease of investments sold at a net gain or loss.

**Unrealized Gains/Losses** – Appreciation or depreciation of investments during this period.

**Management Fee** – Expenses incurred for investment management.

**Cash Balance** – A negative cash balance in the assets section for invested funds is a temporary timing difference.

Please reference the Donor Advised Handbook in the donor portal for information and policies that apply to your fund.