

# SIGNATURE FUND GUIDE

For advisors of Signature Funds  
& Signature Forever Funds

*Welcome!*

Thank you for establishing a Signature Fund with the Central Florida Foundation. CFF stewards philanthropic dollars on behalf of individuals, families and nonprofits. We partner with people who are determined to make a difference in their community. Knowing that true change demands more than dollars and cents, we foster collaboration, fuel ideas, and spearhead the innovation that will transform our region for good.

We have created a simple guide to help address some of the most common questions that our fund holders have, but as always you can reach out to our team for help at any step along the way.

# MAKING THE MOST OF YOUR FUND

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CFF has a philanthropy team dedicated to working closely with fund holders like you, to make your philanthropy as effective and fulfilling as possible.

## CFF PROVIDES OPPORTUNITIES TO HELP YOU STAY **ENGAGED AND INFORMED**

- Social and Learning events
- Grant Round advisory committees
- Scholarship committees
- Webinars and Podcast [Coming soon!]
- Foundation Newsletter & Social Media
- Table Talk
- Thrive Central Florida

## **WHAT YOU CAN EXPECT FROM US**

You benefit from our team's expertise in philanthropy, extensive community knowledge, long-standing relationships with nonprofits and highly personalized service. As a fund holder, you have access to our team to discuss your giving goals as you move along your own personal journey. We can help you identify nonprofit programs, discuss family grantmaking, explore planned giving options, and answer any questions about other foundation opportunities.

## **HOW WE MANAGE YOUR FUND**

When you establish a Fund at CFF, your gift is pooled with other funds to ensure investment optimization. CFF believes in transparency, and you can always view financial information on our website [here](#).

## **HOW YOUR FUND SUPPORTS OUR WORK**

All Foundation expenses go back into the community by enabling our grantmaking, civic leadership, and community programs and activities.

## **REPORTING**

CFF provides quarterly fund statements to fund holders via MyFund. Your fund statement will reflect your fund's current balance, investment returns, expenses, and the available amount for grantmaking.

## **CONNECTING WITH OTHERS**

You have joined a community of donors who are actively involved with the Foundation's work through the funds they advise. We realize that you likely have a wealth of firsthand knowledge about the needs of the community, and we hope you will share your observations that are of interest to you and possibly other fund advisors. Likewise, CFF may share with you projects or organizations that we think might interest you.



# MANAGING YOUR FUND ONLINE

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The easiest, most efficient way for you to manage your Fund is through our secure portal — MyFund. Using MyFund, you can view Fund activity, submit a grant recommendation, access fund statements, and more.

## ACCESSING MYFUND:

You will receive an email from CFF to set up your log-in when the fund is established. Once your username and password is available, go to [cffound.org/login](http://cffound.org/login) to log in and select “Log-In” under MyFund. Once you’ve entered your username and password, you will have immediate access to:

- View and download your quarterly fund statement
- Submit a grant request
- View your grant history
- View your donation giving history
- Update your profile

Note: To update the advisors to your Fund or to change your investment preferences, please contact Neil Rios Laverde, the Foundation’s Development Coordinator, at [nrios@cffound.org](mailto:nrios@cffound.org).



# ADDING TO YOUR FUND

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Central Florida Foundation accepts most types of gifts, including cash, stocks and securities, real estate, life insurance, partnership interests, estate gifts, and other non-cash assets.

## CHECK

To make a gift by check, please make it payable to the Central Florida Foundation. Be sure to indicate the name of your Fund in the memo line of your check. Checks can be mailed to:

**Central Florida Foundation**

800 N Magnolia Avenue  
Suite 1700  
Orlando, FL 32803

## CREDIT CARD

To make a gift by credit card, please visit [cff.fcsuite.com/erp/donate](http://cff.fcsuite.com/erp/donate), enter the name of your Fund, then select "Donate."

## CASH WIRE OR STOCK TRANSFER

To make a gift by cash wire or stock transfer, please contact the VP of Philanthropy, Nicole Donelson, at [NDonelson@cffound.org](mailto:NDonelson@cffound.org).

## OTHER ASSETS

To make another type of gift, please contact the VP of Philanthropy, Nicole Donelson, at [NDonelson@cffound.org](mailto:NDonelson@cffound.org).

Note: Central Florida Foundation provides a gift acknowledgment letter for all gifts.

# RECOMMENDING A GRANT

With your Fund, you remain active in the grantmaking process. You recommend the nonprofit organizations and programs that you wish to support through your Fund. Our team is also available to work with you to identify nonprofit organizations that meet your charitable goals.

## HOW TO RECOMMEND A GRANT

Making a grant to a nonprofit through your Fund is easy to do online using your MyFund online portal.

### ONLINE

Sign in to your MyFund portal. Select the tab “Grant Request”. You may select a nonprofit from our database list, or you may enter information for a nonprofit not on the list. Please specify if you would like the grant to be applied to a specific project or program, otherwise it will go to general support.

**Note: The minimum for a grant is \$250.**

### GRANT REQUEST SCHEDULE

Central Florida Foundation issues grant checks to organizations twice per month (typically on the 1st and 15th). For a grant to be paid on the 1st of the month, it is suggested you complete your request by the 15th of the previous month; for a grant to be paid on the 15th of the month, it is recommended you submit your request by the 1st of the month. This will ensure enough time for due diligence and processing.

### AWARDING GRANTS

Once a grant is approved, the grant check and award letter are mailed to the Grantee. The award letter details the name of the granting fund (unless the grant was made anonymously), as well as any designated purpose for the grant funds. We will also notify you when the due diligence is completed, and the grant has been approved and paid by the Foundation.

### SPECIAL INSTRUCTIONS

Should you wish to remain anonymous, please check the “anonymous” box. If you would like to set up a recurring grant, you can select “recurring” and determine frequency (note you will need to have all funds available at the time of request). You can also add any special instructions or a description in the “Description” box. This language will be included in the grant letter.

### GRANT ELIGIBILITY

Each grant recommendation will be reviewed by Foundation staff to confirm the charitable purpose.

- **Eligible Grantees** — grants from the Fund can only be made to 501(c)(3) public charities, charitable entities (e.g. schools, religious institutions, etc.), private operating foundations, and tax-exempt government agencies that have a verifiable charitable purpose.
- **Non-Eligible Grantees** — grants cannot be made for memberships, fulfillment of legally binding pledges, tickets to events, or anything else that provides benefits to the fund holder. Fund holders, their advisors, and related parties may not receive grants, loans, compensation or similar payments (including expense reimbursements) from fund holder’s Signature Fund.

### INTERNATIONAL GRANTS

Grants made outside of the USA must be made to charitable, not for profit non-governmental organizations (NGO). Grants to foreign NGO’s must meet the minimum amount of \$5,000 per grant, or \$2,500 if a grant has been made to the same organization previously.

A processing expense of \$2,500 will be assessed for each grant recommendation to a foreign NGO for which due diligence has NOT been completed during a rolling 12-month period. If it has been completed, the processing expense is \$1,000. For additional questions on international grantmaking, please speak with our staff.

# FREQUENTLY ASKED QUESTIONS

## **How often and when may I make grant recommendations from the Fund?**

Signature Funds may make grant recommendations from the Fund as often as you like. The Foundation encourages you to make grant recommendations at least once a year. Signature Forever Funds will be contacted in February by CFF with how much is available to grant and are asked to make all grant recommendations within 30 days.

## **How will I know how much is available in the Fund to make recommendations for grants?**

You will be able to check the balance of the Fund on MyFund any time that is convenient for you. The entire balance [less any expenses] of Signature Funds [non-endowed] is available for grant-making. For Signature Forever Funds, the available to grant amount is calculated based on the Foundation's spending policy once a year. The Foundation communicates amounts available to grant directly with fund holders.

## **Is there a minimum amount required for grant recommendations?**

Yes, a minimum recommendation of \$250 is required in order to make the most efficient use of the Foundation's resources.

## **May I recommend a grant to an individual?**

No. According to IRS regulations, the Signature Funds may make grants only to qualifying public charities. Foundation staff will check all organizations for documentation of nonprofit status.

## **May I recommend grants to satisfy personal pledges?**

No. IRS regulations do not allow grants from Funds to satisfy a personal pledge. If you are asked by an organization to make a pledge, you must communicate to the organization that you are not making a pledge but are planning to recommend a grant from a Fund at the Central Florida Foundation.

## **May I recommend grants to organizations outside of Central Florida?**

Yes, if the organization's mission falls within the guiding principles of the Foundation. The Foundation makes grants nationally and is able to handle international grantmaking according to the policy detailed above. Overall, we do request that at least 50% of your recommended grants go Central Florida nonprofits.

## **May I recommend a multi-year grant from the Fund?**

Yes, if the funds to pay the entire grant are available in the Fund at the time the recommendation is made. The Foundation cannot commit to make grants from funds that do not have the balance to cover the entire grant.



# FREQUENTLY ASKED QUESTIONS

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## **May I serve on the board of an organization and recommend a grant to it from the Fund?**

Yes, as long as you receive no personal benefit from the grant.

## **Who can be a Fund Advisor?**

Advisors may designate any living individual to be an Advisor for the Fund. Many Advisors designate family members to be additional Advisors for the Fund. Who the Advisors are depends on the charitable goals for the Fund. Successor Advisors may be named in the Fund Documentation as well.

## **What are the expenses on a Signature Fund (non-endowed)?**

Each fund is assessed an annual expense to offset the cost of administrative services. This expense is currently set at 2% of the annual fair market value of the Fund. In addition, each grant distribution from a Signature Fund (non-endowed) is charged an administrative expense of 2%. For fund balances that are over \$1,000,000, there is an annual expense break structure.

## **What are the expenses on a Signature Forever Fund?**

Each fund is assessed an annual expense to offset the cost of administrative services. This expense is currently set at 2% of the annual fair market value of the Fund.



*Real change requires  
your head, heart, and wallet.*