

# Planned Giving with Seattle Foundation

## SECTION 1A: Donor Information

Please list your information below and indicate which donor should be the primary contact.

### DONOR 1

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #1 \_\_\_\_\_  cell  home  business  other \_\_\_\_\_ (check one)

Phone #2 \_\_\_\_\_  cell  home  business  other \_\_\_\_\_ (check one)

Email \_\_\_\_\_ Date of Birth \_\_\_\_\_

Primary Contact?  Yes  No

I would prefer being contacted via:  Email  Phone #1  Phone #2  Mail

### DONOR 2

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #1 \_\_\_\_\_  cell  home  business  other \_\_\_\_\_ (check one)

Phone #2 \_\_\_\_\_  cell  home  business  other \_\_\_\_\_ (check one)

Email \_\_\_\_\_ Date of Birth \_\_\_\_\_

Primary Contact?  Yes  No

I would prefer being contacted via:  Email  Phone #1  Phone #2  Mail

My/our preferred salutation for written correspondence is \_\_\_\_\_

## SECTION 1B: Funding Information

I/We intend to donate assets to this fund:

While living

Through my/our estate plan

## SECTION 2A: Planned Gifts and Bequests

- Yes, I/we have named Seattle Foundation in my/our will or trust.
  - I/we have named Seattle Foundation as a beneficiary of my/our IRA or qualified retirement plan.
  - I/we have named Seattle Foundation as a beneficiary of my/our life insurance policy.
  - I/we have named Seattle Foundation as a beneficiary of my/our charitable remainder trust.
  - I/we have arranged another charitable giving vehicle with Seattle Foundation: *(please list)*
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## SECTION 2B: Fund Type and Name of Fund

Individualized funds make it possible for you to support what's important to you and gifts are made in your name or the name of your fund. You may choose from several different fund types.

Please indicate your chosen type of fund below.

- Community Impact Fund/Unrestricted (See Section 6)*
- Area of Interest Fund (See Section 7)*
- Designated Fund (See Section 8)*
- Scholarship Fund (must include Scholarship Addendum)*

Please indicate the name of your fund: \_\_\_\_\_

## SECTION 3: Recognition

Seattle Foundation is grateful for your generous gift to the community. Recognition may include identification of you and/or your fund in Seattle Foundation publications, website, legacy society wall and events, grant transmittal letters, and other forms of acknowledgement. Please tell us how you wish to be acknowledged.

*While I am living, Seattle Foundation may recognize my planned gift and/or bequest as: (select one)*

- \_\_\_\_\_ *(specify how you want your name to appear)*
- Anonymous*

*Upon my death, Seattle Foundation may recognize me as: (select one)*

- \_\_\_\_\_ *(specify how you want your name to appear)*
- Continue to keep my name anonymous, but use the fund name in grant transmittal letters and publications.*
- Keep my name and fund name completely anonymous.*

## SECTION 4: Distributions and Time Horizon

All distributions from funds established at Seattle Foundation are subject to Seattle Foundation's variance power and its spending policy, as described in the "Fund Terms & Conditions" attached hereto. The Spending Policy is intended to ensure that distributions are consistent with a donor's intent when that donor has specified limitations on distributions from a fund. Any such limitations must be specified at the time the fund is established. Please indicate your distribution limitations below.

I/We specify that Seattle Foundation limit distributions from the fund as follows:

- Distributions shall be made in a manner that will ensure permanent endowment.*
- Distributions shall be made over a period of \_\_\_\_\_ years.*
- No distributions shall be made until the fund reaches \$ \_\_\_\_\_, at which time distributions shall be made over a period of \_\_\_\_ years.*
- No distributions shall be made until the fund reaches \$ \_\_\_\_\_, at which time distributions shall be made in a manner that will ensure permanent endowment.*
- There are no restrictions on the amount of annual distributions.*
- Other \_\_\_\_\_

## SECTION 5A: Providing a Planned Gift to Seattle Foundation

I/We intend to assign, convey, transfer and deliver to Seattle Foundation the following described property:

- Cash in the Amount of \$ \_\_\_\_\_
- Securities, Publicly Traded
- Personal Property *(Please attach description)\**
- Securities, Privately Held\*
- Real Estate\* *(If real estate, please complete Section 5B)*
- Other \_\_\_\_\_

\* Please note that such gifts are subject to review by Seattle Foundation's Gift Acceptance Committee.

## SECTION 5B: Gift of Real Estate to TSF Properties

I/We intend to assign, convey, transfer and deliver to TSF Properties (a supporting organization of Seattle Foundation) the following described real property:

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## SECTION 6: Named Community Impact Fund

Donors may establish a [Community Impact Fund](#) in their name, which broadly supports the well-being and vitality of the Greater Seattle area and its residents. When you establish a named Community Impact Fund, you leave decisions about the use of your gift to Seattle Foundation, relying on Seattle Foundation’s extensive experience and reach within the community to know which needs are most pressing. Grants made from your fund are accompanied by a letter identifying the name of the fund(s) used to support the grant.

## SECTION 7: Area of Interest Fund

Donors may establish an area of interest fund in their name, thereby specifying that Seattle Foundation make distributions from the fund to nonprofit organizations for certain charitable purposes. When you establish an Area of Interest Fund, you leave decisions about the use of your gift to Seattle Foundation, relying on Seattle Foundation’s extensive experience and reach with the community to know which needs are most pressing within your stated interest area(s). Please indicate the interest areas (e.g., arts, education, etc.) and/or a geographic area(s) that you would like to support. Grants made from your fund are accompanied by a letter identifying the name of the fund(s) used to support the grant.

- |  |   |
|--|---|
| <input type="checkbox"/> _____% <a href="#">Arts &amp; Culture</a> | <input type="checkbox"/> _____% <a href="#">Environment</a>           |
| <input type="checkbox"/> _____% <a href="#">Basic Needs</a>        | <input type="checkbox"/> _____% <a href="#">Global</a>                |
| <input type="checkbox"/> _____% <a href="#">Economy</a>            | <input type="checkbox"/> _____% <a href="#">Health &amp; Wellness</a> |
| <input type="checkbox"/> _____% <a href="#">Education</a>          | <input type="checkbox"/> _____% <a href="#">Vibrant Communities</a>   |

Describe other area(s) of interest (or comments): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## SECTION 8: Designated Fund

Donors establishing a Designated Fund in their name may recommend that distributions from the fund be made to one or more Section 501(c)(3) public charities (i.e., not private foundations). Please indicate the qualifying charitable recipient(s) that you would like to receive distributions from the fund.

<i>Name and Address of Organization</i>	<i>Percentage Payable</i>
_____	_____%
_____	_____%
_____	_____%
_____	_____%
	100%

**SECTION 9: Professional Advisor Information**

Are you working with a professional advisor? If so, please provide the information requested below.

ATTORNEY    CPA    WEALTH ADVISOR    INVESTMENT MANAGER    OTHER

Professional Advisor's Name \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

*I/We authorize Seattle Foundation to share information about my gift and my fund with this advisor.*

ATTORNEY    CPA    WEALTH ADVISOR    INVESTMENT MANAGER    OTHER

Professional Advisor's Name \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

*I/We authorize Seattle Foundation to share information about my gift and my fund with this advisor.*

ATTORNEY    CPA    WEALTH ADVISOR    INVESTMENT MANAGER    OTHER

Professional Advisor's Name \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

*I/We authorize Seattle Foundation to share information about my gift and my fund with this advisor.*

## SECTION 10: Acknowledgement & Signature—Individual Donors

- I acknowledge that I have read Seattle Foundation’s “Fund Terms & Conditions” (attached hereto and incorporated herein by this reference) and agree to the terms and conditions set forth therein. I understand that any contribution, once accepted by Seattle Foundation, represents an irrevocable contribution to Seattle Foundation and is not refundable to me.

Donor 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Donor 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 11: How Did You Learn About Seattle Foundation?

I/We learned of Seattle Foundation through: (Check all that apply)

- Print Advertisement*
- Radio Spot*
- Advisor Recommendation (name optional)* \_\_\_\_\_
- Existing Donor (name optional)* \_\_\_\_\_
- Word of Mouth*
- Web Search*
- Social Media (Facebook, Twitter, etc.)*
- Foundation Presentation/Speaking Engagement (event name optional)* \_\_\_\_\_
- Community Organization (name optional)* \_\_\_\_\_
- GiveBIG*
- Other* \_\_\_\_\_

**PLEASE SEND COMPLETED FORMS TO THE ADDRESS BELOW.**

*Seattle Foundation*  
Attn: Gift Planning  
1601 Fifth Avenue, Suite 1900  
Seattle, WA 98101-3615  
Fax: (206) 622-7673

## Fund Terms & Conditions

**TAX STATUS OF FUNDS.** Donor funds established at Seattle Foundation (the “Foundation”) are component funds of Seattle Foundation, a Section 501(c)(3) public charity. Accordingly, all contributions to the Foundation’s donor funds are treated for tax purposes as gifts to a Section 501(c)(3) public charity and are tax deductible to the extent allowed by law, subject to individual and corporate limitations.

**VARIANCE POWER.** All donor funds established at the Foundation are subject to the Foundation’s “variance power,” as set forth in Article VII(a)(i) of its Articles of Incorporation. The variance power gives the Foundation the authority to modify any donor recommendation or condition on distributions from a fund for any specified charitable purpose or to any specified charitable 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.

**DISTRIBUTIONS.** The Foundation anticipates distributions from each fund at least every two years. Donors may, at the time they create a fund, recommend that the fund be managed as a permanent endowment and be paid out in accordance with its spending policy or be paid out over a specified period of time. Donors may also specify that no distributions be made until the fund reaches a certain dollar amount. All distributions from donor funds are subject to the Foundation’s variance power, as noted above.

**SPENDING POLICY.** The Foundation anticipates distributions from each endowed fund at least annually of an appropriate percentage of the fund’s market value, as determined by the Foundation’s Board of Trustees. In determining the annual distribution amount to be paid from endowed funds, the Foundation’s Board of Trustees may consider the expected total return on the fund’s investments, the desirability of maintaining the value of those funds and any other factors that it deems relevant. The Foundation reserves the right to spend the entire

amount of any fund, if by the terms of the donor gift agreement the gift is subject to the Foundation’s “Spending Policy” and the Foundation determines that such expenditures better satisfy the donor’s intentions than a limitation on expenditures.

**RESTRICTIONS ON GRANTS FROM FUNDS.** Distributions from funds established at the Foundation will be made only if they are consistent with the Foundation’s charitable purposes and satisfy community needs identified by the Foundation as deserving of its support. Fund distributions will not be made for memberships, pledges, sponsorships, tickets or for any purpose that would otherwise provide a benefit to donors, donor advisors or related parties. Distributions may not involve loans, compensation, expense reimbursements or similar payments to donors, donor advisors or related parties. Distributions from donor funds may not be made to any specific individual (other than from approved “scholarship funds”) or to participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office.

**INVESTMENT OF ASSETS.** All assets contributed to funds established at the Foundation will be managed in the Foundation’s general fund, unless otherwise requested by the donor in writing. Assets may be managed by an independent trustee, custodian, investment advisor or other fiduciary (an “investment partner”) apart from the Foundation’s general fund, provided that all such assets are managed in accordance with Seattle Foundation’s Investment Policy Statement. All investment partners shall be provided with a copy of and must agree to adhere to Seattle Foundation’s Investment Policy Statement as a condition of continued service in such capacity, and the Foundation reserves the right to replace any investment partner in its sole discretion. Minimum fund values are required for investment of assets outside of the general fund. For more information about the requirements for using an investment partner, contact a member of the Foundation’s Philanthropic Services team.

**FEES.** Donor funds established at the Foundation are subject to administrative and investment fees. A list of fees is available upon request. The Foundation reserves the right to change its fee structure at any time.

**SOLICITATION POLICY.** Donors who wish to solicit contributions for a fund at the Foundation must receive advance approval from the Foundation. Once approved, donors must use the following language in any solicitation:

*"IRS regulations require us to note that Seattle Foundation will not provide any goods or services to you in exchange for a contribution to the \_\_\_\_\_ Fund. As a component fund of Seattle Foundation, Seattle Foundation has the authority to redirect distributions from the \_\_\_\_\_ Fund if it becomes necessary to protect donor intent."*

*"Funds raised at this event (or for this cause) will be added to the \_\_\_\_\_ Fund at Seattle Foundation, a Section 501(c)(3) organization. Seattle Foundation may disburse grants from the fund as recommended by \_\_\_\_\_ Fund advisors or as community needs dictate. All checks should be made payable to Seattle Foundation/ \_\_\_\_\_ Fund."*

**CONFLICT OF TERMS.** In the event of an inconsistency between these terms and conditions, and any terms and conditions appearing elsewhere in connection with any fund, these terms and conditions as interpreted by the Foundation shall govern, and the Foundation reserves the right to take any actions at any time which, in its discretion, it deems reasonably necessary or desirable for the proper administration of any fund or the Foundation.

## Terms Applicable to Donor Advised Funds

### **CHARACTERISTICS OF DONOR ADVISED FUNDS.**

Donors establishing advised funds are encouraged to make recommendations regarding distributions from the fund for specific charitable purposes or to one or more charitable organizations. In addition to the "Restrictions on Grants from Funds" section above, distributions from advised funds will be made only if they are consistent with Seattle Foundation's Operating Guidelines, as may be amended from time to time.

**ROLE OF ADVISORS.** The Foundation welcomes the involvement and recommendations of its donors with respect to distributions from advised funds, but such recommendations are advisory only and are in no way binding upon the Foundation. In evaluating recommendations for distributions from advised funds, the Foundation staff investigates all prospective grant recipients to ensure that they are organized and operated for charitable purposes typically as described in Section 170(b)(1)(A) of the Internal Revenue Code; reviews the recommended grantee's financial and program information; and evaluates the advice of donors against the standards and criteria set forth in the Foundation's Operating Guidelines to ensure that such advice is consistent with specific charitable needs identified by the Foundation as deserving of support and complies with all applicable federal tax requirements.

In all cases of two or more advisors, the advisors shall appoint a chairperson and all communications concerning grant recommendations to and from Seattle Foundation will be through the chairperson. In any case where multiple advisors make conflicting recommendations regarding distributions from the fund that cannot be promptly resolved, the Foundation may independently initiate distributions from the fund. In addition, if the advisor(s) fails to make a standing distribution recommendation, or



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fails to make any distribution recommendations for two consecutive years, the Foundation will contact the advisor(s) to discuss this situation (see “Inactive Funds” section for more details).

**APPOINTMENT OF ADDITIONAL ADVISORS.** All requests to appoint additional advisors and successor advisors to an advised fund must be communicated to the Foundation in writing by the donor(s) establishing the fund or by the authorized successor advisor(s). If upon the death, resignation or incapacity of an advised fund’s donor(s), the Foundation has not received in writing the names of an additional advisor(s) or successor advisor(s) to the fund or a recommended future plan for the fund, the Foundation will use the fund’s balance to support the Seattle Foundation’s unrestricted Community Impact Fund.

*Donor Advised Funds established by corporations, rather than by individuals, are often advised by an appointed committee with a process for selecting new members. Any changes in advisors to the fund must be made in writing by an officer or authorized representative of the corporation that established the fund.*

**SCHOLARSHIP FUNDS.** Donors may establish a fund for the purpose of making grants to be used exclusively for tuition and fees at accredited educational institutions (a “Scholarship Fund”). All scholarship funds shall be administered by the Foundation in accordance with its “Scholarship Guidelines and Procedures” as may be amended from time to time and applicable federal tax laws.

**INACTIVE FUNDS.** In order to carry out its policy of consistently distributing charitable dollars to the community, the Foundation will review periodically the grantmaking activity of every advised fund. If a fund has failed to make distributions commensurate in size with the Foundation’s spending policy over a two-year period, the Foundation will contact the advisor(s) to discuss this situation. At that time, the advisor(s) will be given the following options to continue the fund:

- *Provide a plan for funding a specific charitable project that requires an accumulation of resources for more than a two-year period.*
- *Resume making ongoing grant recommendations.*

If the advisor(s) do not have a plan for funding a specific project and do not want to make ongoing grant recommendations, then the advisor(s) will be given the following options to close the fund:

- *Recommend that the balance of the fund be granted to one or more Section 501(c)(3) public charities of their choice.*
- *Recommend that the balance of the fund be used to support Seattle Foundation’s unrestricted Community Impact Fund or to one or more of the Foundation’s Healthy Community Funds, to be distributed by the Foundation to meet the most pressing needs of the community.*

**In the event that the advisor(s) cannot be located or is(are) unresponsive, the balance of the fund will be used to support Seattle Foundation’s Community Impact Fund.**