



## **Donor Advisor Handbook**

A guide to support your philanthropic goals

November 2017

## Introduction

Welcome! Thank you for establishing a donor-advised fund at the Maine Community Foundation (MaineCF).

The purpose of the Maine Community Foundation is to work with donors and other partners to improve the quality of life for all Maine people. We look forward to getting to know you better and hope that over the years ahead we may find ways to partner to achieve your goals and work together to strengthen Maine.

If it has not already happened, your donor services representative will contact you soon to schedule a “getting started” meeting to review the information in this handbook and to learn more about you and how we might work together.

As your partner in philanthropy, the Maine Community Foundation invites you to take advantage of the services detailed in this handbook. We are dedicated to helping you reach your philanthropic goals through various tools and resources, including:

- Guidance in grantmaking
- Educational forums and networking opportunities
- Fund and grant administration.

MaineCF is committed to working with you at the level most appropriate for your needs. Your donor services representative is available in person, or by phone, skype, or e-mail. We also have online fund information on our website ([www.mainecef.org](http://www.mainecef.org)) to make your grantmaking even easier.

In 2016 the Board of Directors of the Maine Community Foundation approved the following five strategic goals. Please let us know if you would like to learn more about our work in these areas:

- **All Maine children** receive a healthy start and arrive at kindergarten developmentally prepared to succeed in school and life.
- **All Maine people**, including adult learners and other non-traditional students, are able to complete a degree or certificate program to maximize their potential.
- **All people of color** in Maine have access to opportunities and life outcomes that are not limited in any way by race or ethnicity.
- **All older people** in Maine are valued and able to thrive and age in their workplaces and communities with health, independence and dignity.
- **Entrepreneurial innovation** is broadly promoted and practiced in Maine, particularly in natural resource-based activities.

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## Grantmaking Services

Donors who give through MaineCF don't have to reinvent the wheel. The MaineCF staff is comprised of experienced grantmakers and community leaders. As grantmakers, we analyze and recommend funding for thousands of projects in Maine each year, in many different areas of interest. We also work with a committed and knowledgeable network of community volunteers who help us review grant proposals. As a donor, you can access this wealth of information, which in turn will help inform your giving.

### **As a philanthropic partner, the Maine Community Foundation can:**

- Introduce you to nonprofit organizations working in your interest areas
- Help you think through your charitable passions and priorities
- Share the knowledge that we've gained as a statewide grantmaker
- Provide you with professional grant and gift processing, as well as investment services.

### **For all donor-advised funds, MaineCF:**

- Provides a dedicated staff contact to address your questions and/or requests
- Matches your interests with existing grant opportunities in Maine
- Helps you understand the needs of Maine communities
- Offers you various opportunities to collaborate with other advisors and donors
- Helps you craft a plan to involve your children or successor advisors in philanthropy
- Provides accurate and timely information about the gifts you make to MaineCF
- Processes grant requests in a timely fashion
- Maintains an investment program that preserves and enhances the real value of the funds over time.

### **For donor-advised funds with an annual balance of \$250,000 or more, MaineCF can:**

- Conduct research on nonprofits in your interest area(s) and help you evaluate specific programs
- Attend and/or facilitate grantmaking meetings with your family and/or other advisors
- Provide more detailed evaluation reports for larger grants
- Develop a customized analysis of the grants you have made over time.

### **Online Tools**

The Maine Community Foundation wants to make philanthropy as easy for our donors as possible. That is why we offer online grantmaking and access to fund statements through our Fund Connection, which you can access from our website, [www.maine.org](http://www.maine.org). If you wish to set up an online account, please contact your donor services representative for a username and password.

## Grantmaking in Partnership with MaineCF

As a MaineCF donor advisor, you may recommend grants of \$500 or more to any 501(c)(3) public charity in the United States (please see **The Grantmaking Process** below for further details). MaineCF also offers a number of options for partnering with the foundation to respond to specific local and statewide needs. While currently all grants from your advised funds need to go to domestic organizations, if you are interested in international grantmaking, please speak with your donor services representative to identify other resources.

### Option 1: Review proposals and make grants through MaineCF's competitive grant programs

You can review proposals MaineCF receives through competitive grant programs. If you are interested in becoming a partner in our Community Building or other competitive grant programs, please let your donor services representative know. Many of our donors find this referral process an easy and enjoyable way to learn more about the inspiring work happening throughout the state. You are not obligated to fund any proposals sent to you.

### Option 2: Support MaineCF strategic goals and initiatives

Would you like to increase the power of your giving in Maine? Consider partnering with the Maine Community Foundation. By combining your gift with others, you can increase the effectiveness of philanthropy to address current and future issues in Maine. This partnership will also enhance the strategic impact of your charitable dollars.

- **Invest in Maine Fund:** This fund provides a long-term resource for addressing issues in Maine as they emerge over time. We cannot always predict what those issues will be, but we need to be ready to respond. The fund will support programs and projects that will enhance our communities and quality of life.
- **County and Regional Funds:** These funds provide permanent resources that support nonprofits throughout Maine. Local fund advisors award grants for projects that help address community needs and build vibrant communities. Currently, you can make a gift to funds covering 14 of Maine's 16 counties, but the community foundation's goal is to have an endowed fund for every county.
- **Access to Opportunity:** Helping children get a strong start in life; ensuring that education is available to everyone; addressing barriers that people of color face; maximizing opportunities for older adults to thrive in their communities; providing support for innovation and entrepreneurship - all of these priorities are linked to a strong economy and higher quality of life for everyone in Maine. **Five new funds support these critical goals.**
  - **Strong Start Fund** ensures that Maine children receive a healthy start and arrive at kindergarten prepared to succeed in school and life.
  - **Access to Education Fund** ensures that Maine people are able to complete a degree or certificate program to maximize their potential.

- **Racial Equity Fund** ensures that people of color in Maine have access to opportunities and life outcomes not limited in any way by race or ethnicity.
- **Thriving Older Adults Fund** ensures that older adults in Maine are valued and able to thrive in their communities with health, independence, and dignity.
- **Entrepreneurial Innovation Fund** ensures that entrepreneurial innovation is broadly promoted in Maine, particularly in natural resource-based activities.
- **Impact Investing:** The Maine Community Foundation serves people who share a common interest: enhancing the quality of life in Maine. Given its place-based focus and commitment to activate resources to meet its mission, the Maine Community Foundation has added impact investments to its philanthropic toolbox.

You can support the strategic work of the Maine Community Foundation through a one-time or recurring gift to one of the funds. There are also opportunities to direct grants to activities aligned with these priorities. Please let your donor services representative know if you would like to learn more about our strategic goal activities.

Please see **Other Considerations: Converting Your Donor-Advised Fund** on page 12 for more information.

## Grantmaking Process

Making a grant from a donor-advised fund involves five steps: donor recommendation, due diligence and review, award, report, and acknowledgment. MaineCF seeks to make this process as simple and efficient as possible.

Each step is described below. Your donor services representative can clarify any questions you have about the process.

### Step 1: Donor recommendation

A designated advisor to a fund may recommend a grant at any time. Grant recommendations should adhere to the following guidelines:

- Grantees must be a nonprofit, 501(c)(3) federal tax-exempt organization, public school, public agency working for the State of Maine, or an Indian tribal government (or its political subdivision) recognized by the Department of the Interior; or must have a written agreement with a fiscal sponsor that is a 501(c)(3) organization, public school, or public agency. MaineCF can assist with verification. Individuals are not eligible.
- Although MaineCF's focus is Maine, grants can be made to organizations throughout the United States, but not to organizations outside the U.S.
- Grants may be directed toward general operating support; a specific project, purchase, or program; or a capital campaign. Per IRS regulations, grants may not be used to pay for memberships, benefit tickets, auction items, or other instances where charity mixes with personal benefit. Donor-advised funds cannot be used to commit to a fundraising

pledge.<sup>1</sup> Donors, advisors, or any related parties also may not receive grants, loans, compensation or similar payments (such as expense reimbursements) from donor-advised funds.

- MaineCF requests that each grant be at least \$500. Grants may be paid in installments (e.g., a \$50,000 grant paid in annual \$10,000 installments over five years). If you wish to make a grant that will be paid in installments, the full grant amount must be in your fund at the time of recommendation and the full amount will be considered a grant in that calendar year.

To recommend a grant, please complete and fax, mail, or e-mail the Advised Grant Recommendation Form included in **Appendix B**, or use the electronic form available online at the MaineCF Fund Connection. Printable forms are also available in the “For Donors” section of our website.

If your fund is set up as an “income only” (endowed) fund, proposed grants cannot exceed the balance available in the grant budget. If your fund is an “income and principal” fund, the entire balance of the fund is available for grantmaking. Since your fund’s balance does fluctuate, please check your balance online or contact your donor services representative before recommending a grant.

You may request that grants be made anonymously, withholding the name of the fund, the advisor, or both. Please indicate your intent on the Advised Grant Recommendation Form in the spaces provided.

Should you desire, your donor services representatives will help you find suitable grantee organizations working on issues you care about. See **Grantmaking Services**, page 4, for more information.

## **Step 2: Due diligence and review**

MaineCF staff verifies that each recommended grantee is organized and operated for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, and that the purpose of the grant meets the guidelines identified in Step 1. Staff may contact you or the charity, if necessary, for additional information.

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<sup>1</sup> *We recognize that you may have some organizations that you care about that have capital campaigns or other major fundraising events. While donor-advised funds cannot be used to pay a pledge, if you would like to communicate with a nonprofit about your interest in supporting their campaign, here is some sample language: “I/we intend to recommend a grant from our donor-advised fund at the Maine Community Foundation in the amount of \$x to support the XYZ campaign. This does not constitute a pledge or commitment, but rather indicates our plan at this time. We will be making the request to the Maine Community Foundation by [date].”*

### **Step 3: Award**

After the due diligence and review are completed, grant award letters and checks are mailed, typically within five working days of receipt of the Advised Grant Recommendation Form. Recommendations for grants that exceed \$50,000 may take longer to process, as these require prior approval by the Executive Committee of the MaineCF Board. If you plan to make a grant of \$3 million or more, please talk with your donor services representative as a grant of this scale may take longer to process (up to 90 days, in extreme cases).

During December, our most active period for donor-advised fund recommendations, awarding grants may take longer than five days. Although we are happy to process your recommendation forms at any time, we encourage you to submit your paperwork as early in the year as possible.

### **Step 4: Report**

Your fund statement (online and paper copies) will include a list of all grants made during the current year. For grants over \$2,500, you can request a Project Progress Report from the nonprofit (see **Appendix B**, for an example). MaineCF will notify the nonprofit of this request in the grant award letter and send one reminder to the organization within a year of the award itself. Project Progress Reports will be forwarded to you as they are received.

### **Step 5: Acknowledgment**

Grant recipients sometimes send thank-you letters to MaineCF. We forward this mail to you automatically unless you have requested otherwise. These thank-you notes are a courtesy and are not needed for tax reasons; any applicable tax deductions occurred when we received your initial and any additional contributions to the fund.

## **Education and Events**

Through education, events, and activities, MaineCF provides opportunities for donors to become more involved and informed about philanthropic trends, community needs, and other giving interests. Look for invitations to these events in the mail or by e-mail, or contact your donor services representative for more information.

## **Fund Management**

### **Investments**

Once you make a gift to the Maine Community Foundation, MaineCF becomes the legal owner of the assets and directs the investment strategy for the funds. By pooling our assets into one Primary Investment Portfolio, MaineCF offers you access to institutional investment strategies and management normally available only to large investors. The foundation employs multiple professional investment managers with experience in specialized sectors of the investment markets.

MaineCF adheres to the standards and practices described in the Uniform Prudent Management of Institutional Funds Act (UPMIFA) passed by the Maine State Legislature in 2009. MaineCF has a volunteer Investment Committee that sets investment strategy, hires outside professional managers, and monitors investment performance against industry benchmarks. Cambridge Associates of Boston works with the Investment Committee to monitor performance of individual managers and advise the committee on investment strategy, asset allocation, and manager selection.

For a listing of Investment Committee members and investment managers, an outline of our investment strategy, and highlights of recent performance, please see the “About MaineCF” section on our website or contact your donor services representative. There is also a Socially Responsible Investment Portfolio that follows environmental, social, and governance guidelines. We do not yet have meaningful investment data available and expect to review this fund in 2018.

## **Impact investing: Farms, Fisheries and Food, and Downtown and Economic Development portfolios**

In 2014 the Maine Community Foundation created two investment portfolios as a tool to provide capital to innovators and entrepreneurs from both the nonprofit and for-profit world to develop products and services that will help meet the needs of people and communities not adequately served by the existing marketplace. These investments are intended to generate targeted social benefits and a nominal financial return. You can participate in this investment option by either making a direct gift or transferring a minimum of \$10,000 for a period of seven years. For more information, please see the “Initiatives and Impact” section of our website or contact your donor services representative.

### **Fees**

MaineCF assesses a quarterly administrative fee (minimum \$200 per year) based on the balance of your fund. For donor-advised funds, this percentage varies depending on whether your fund is endowed or not, and the size of your fund. Our current fee schedule is available in the “About MaineCF” section of our website. Administrative fees support MaineCF’s management and processing of your transactions, as well as our general work in the community.

An investment management fee is also assessed quarterly. This fee is reported as a separate line on your fund statement. Not all investment managers separately report their fees, but may include fees as a reduction in net investment returns. For 2016, the average asset-weighted investment fee for all managers and investment-related expenses was 1.0%. Performance figures presented on our website are net of investment-related fees.

### **Fund minimums**

The current fund minimum for a donor-advised fund is \$25,000 (or \$10,000 if the fund was created prior to January 2006). It is our expectation that unless you plan to spend out your donor-advised fund within two years, the minimum fund balance should be maintained on a regular basis. For donors who have income and principal funds (vs. endowed funds), we

encourage and expect the regular cycle of making grants and replenishing your fund over a period of time.

We will be in touch with you if your fund stays below the fund minimum over a three-year period. If you are not able to maintain the fund minimum at that time, our policy is to close the fund. This can be done by the advisor(s) recommending the remaining balance as grants to eligible nonprofit organizations or transferring the balance to a MaineCF discretionary fund.

### **Inactive funds**

While donor-advised funds are not required to make grants annually, we encourage you to maintain an active relationship with us and make grants on a regular basis to support the work of nonprofit organizations here in Maine and elsewhere.

We consider a donor-advised fund to be an “inactive fund” if there has not been any gift or grant activity in the past two calendar years. If a fund is inactive, staff will talk to you about your plans for the fund. If there are grant-related or personal reasons why the fund is inactive, we will review different options with you. However, if we are not able to reach you or any of the advisors to the fund, and there has been no gift or grant activity for the past four calendar years, we will consider that the advisory relationship has ended (as per the standard fund agreement language “when the advisor is no longer willing or able to advise the fund”). At that point, we will transfer the fund balance to our Invest in Maine Fund or such other purpose as outlined in the fund agreement.

### **Fund statements**

Every three months (or semi-annually or annually if requested) we will mail you a fund statement (a sample is included in **Appendix A**) that reflects your current balance, fees, investment returns, and grants for the period.

Your fund statement is also available online. The balance shown in your online fund statement is current as of the close of business the previous day; however, as with your paper fund statement, investment results are updated quarterly and administrative fees are assessed quarterly.

### **Variance power**

As a community foundation, MaineCF has variance power over all funds. This variance power is described in our Articles of Incorporation and gives the Board of Directors the power to modify any restriction or condition on the distribution of funds for any specified organizations if such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community. This variance power is rarely used and MaineCF is required to seek approval of the appropriate court or Attorney General, where applicable.

## Other Fund Considerations

The MaineCF staff is available to assist you in making any additions or changes, or addressing other issues related to your fund.

### Adding to your fund

You may add to your fund at any time. The foundation accepts most assets as gifts, including cash and securities. Foundation staff will provide prompt acknowledgment for tax purposes and additions will be reflected in your quarterly statements. For gifts of cash or securities, see **Appendix A** for our current wire transfer instructions. Please notify us in advance of making a stock gift to ensure we can direct your gift to the correct fund as stock gifts may be sent from brokerage houses without donor or fund information.

We ask that you send contributions by cash or check to our Ellsworth office. The check can be made payable to the “Maine Community Foundation – XYZ Fund.”

We also accept MasterCard and Visa for credit card donations through our website at [www.mainecef.org](http://www.mainecef.org). Please note that the transaction fee charged by the credit card companies, currently 3%, is taken directly from the gift. Donors will receive an acknowledgement letter for 100% of the gift inclusive of the fee.

MaineCF also accepts gifts of real estate, business gifts, and other unique assets. Please contact your donor services representative if you are considering such a gift in order to discuss the policies and steps involved in these types of transactions.

### Fundraising

MaineCF is required to report on public fundraising activities conducted in its name and must ensure that all solicitations on its behalf or in its name comply with applicable laws. Any charitable solicitation, fundraising campaign, printed material, electronic communication, press release or other public reference to the Maine Community Foundation requires review and approval by MaineCF. Two types of fundraising efforts are possible:

- Direct donor solicitation either through mail or online campaigns, social media, or in person solicitation. You may contact family, friends, associates, and others to encourage contributions to the fund.
- Informal, non-ticketed gatherings. You may invite family, friends, neighbors, associates and others to join you for a gathering at a home or other locale and ask them to consider a gift to the fund.

Special event fundraisers where tickets or tables are sold or gambling activities occur (such as golf tournaments, auctions, runs/walks, carnivals, casino nights) are not allowed unless sponsored by a separate legal entity. Donor-advised funds cannot be used to reimburse you or any other entity for fundraising-related expenses. Please contact your donor services representative before planning any fundraising activities.

## Converting your donor-advised fund or establishing additional funds

While a donor-advised fund allows you the greatest amount of involvement in grantmaking, MaineCF offers a number of other fund options to help meet your philanthropic goals. If you would like to convert your donor-advised fund to another type of fund or are interested in establishing additional funds, please contact your donor services representative for more information about the options listed below.

### Unrestricted fund

When you establish a named unrestricted fund, you make a gift to MaineCF with no restrictions on how that gift may be used. MaineCF board and staff may use your gift to address a broad range of issues, including future needs that often cannot be anticipated at the time your gift is made. The flexibility of an unrestricted gift enables the foundation to best serve the community's interests, fill gaps left by other funding resources, and address unexpected concerns.

### Field-of-interest fund

If you feel strongly about a particular cause or geographic area, you may want to establish a field-of-interest fund. For example, you may direct funding toward education, the environment, the arts, social justice, or certain communities. If you are interested in a general geographic area, we have county funds established in 14 of Maine's 16 counties. See the MaineCF website for examples of current field-of-interest funds.

### Designated fund

If you have strong ties to a particular organization or institution, you may wish to establish a designated fund for its benefit. For example, a designated fund may help a senior center, a theater, a food bank, a land trust, or any other organization during and beyond your lifetime. If the beneficiary organization ceases to exist, loses its tax-exempt status, or changes its mission, MaineCF redirects support to a similar organization.

## Closing your fund

Unless your donor-advised fund is endowed, you can close the fund by making a final grant request for the balance of the fund. If your fund balance is currently under \$25,000, the fund can be closed immediately. For funds over \$25,000, our practice is to grant 75-90% of the remaining fund balance immediately, and then wait until the end of the quarter to make the final distribution once investment returns and administrative fees have been posted.

Alternatively, one grant could be made at the end of the quarter once the returns and fees have been posted.

## **Ultimate purpose of fund**

While each fund agreement is slightly different, our standard language states that your donor-advised fund will become part of our discretionary funds to support nonprofits in Maine after you or your successor advisors are no longer able to advise the fund. Please review your fund agreement for any language that may differ from this standard approach.

## **Successor advisor policy**

If desired, your advised fund can have one successive generation of advisors. In most instances this would be your child(ren), but it could also be another relative or a friend.

If you wish to provide for successive generations of advisors (i.e., grandchildren or other related family members or friends), the following criteria must be met by the successor advisors and the fund:

1. Successor advisors are designated as advisors by a majority of the currently serving advisors
2. Successor advisors agree to follow the intent of the original donor
3. Successor advisors recommend grants a minimum of every two years
4. Significant grantmaking to benefit Maine
5. The fund is (or becomes) an endowed fund of \$500,000 or more.

In all cases, if more than one successor advisor is named, one advisor should be identified as the primary contact for MaineCF. In the event that the above criteria are not met, or the advisor(s) cannot be located, the balance of the fund will be used as indicated in the fund agreement or other instructions on file.

## **Planned giving options**

We also offer a variety of planned giving options. If you want to make a charitable gift and receive income during your lifetime or another person's lifetime, please ask for more information about MaineCF's charitable gift annuity program. We can also accept assets through your estate plan to create a new fund or expand the impact of an existing fund. Please contact your donor services representative if you are interested in learning more about these legacy opportunities.

## **Making changes to your existing fund agreement**

As long as you are the person who established the fund, MaineCF will consider making changes to your fund name, purpose, spending policy and/or advisors. Please submit a written request to your donor services representative if you would like to request a change.

# **Appendix A:**

*Other Helpful Information*

Staff directory

Transfer instructions

Fund statement sample and explanation

# MaineCF Staff Directory

You can reach most staff members by calling the toll-free number, 877-700-6800, or dialing their direct line. A full listing of staff names, direct dial phone numbers, and titles is provided below. Area code is 207.

## Staff Names, Direct Dial Phone Numbers, and Titles

Amy Pollien	412-2012	Grants Manager
Andrea Nemitz*	412-0836	Communications Manager
Becky Boober	412-2001	Vice President, Community Impact
Bryan Morneault	412-2020	Finance Assistant
Carl Little	412-2018	Communications Manager
Cathy Melio	412-2002	Senior Program Officer, Hancock, Waldo & Washington Counties
Cherie Galyean	412-2017	Director, Educational Initiatives
Cheryle Monson	412-2004	Database assistant
Chris Woods*	412-0832	Receptionist
Colby Tucker	412-2009	Information Services Administrator
Dorothy Jamieson	412-2021	Investment Accountant
Erica McCrum**	227-7678	Foundation Officer, Aroostook County
Gloria Aponte Clarke*	412-0847	Program Officer, York County
Hannah Whalen	412-2014	Senior Foundation Officer
Helen McCain*	412-0845	Foundation Associate
Jana Robinson	412-2000	Executive Assistant and HR Associate
Jeff Logee	412-2010	Information System & Technology Associate
Jennifer Richard*	412-0833	Director, Gift Planning
Jennifer Southard*	412-0842	Vice President of Donor Services and Gift Planning
Jim Geary	412-2016	Vice President and Chief Financial Officer
Karen Allen-Maguire	412-2011	Grants Administrator
Karen Hartt	412-2003	Philanthropic Services Specialist
Laura Lee*	412-0838	Senior Program Officer, Androscoggin, Oxford & Lincoln Counties
Laura Reed**	564-3236	Foundation Officer, Penobscot, Piscataquis, Western Mountains (& PVHA)
Laura Young*	412-0844	Vice President, Philanthropy
Lelia L. De Andrade*	412-0843	Senior Director, Grantmaking Services
Liana S. Kingsbury*	412-0834	Director, Nonprofit Agency Funds
Liz Fickett	412-2015	Scholarship Funds Manager
Lorre Webster Ames	412-2019	Funds Accounting Manager
Lydia Badger*	412-0840	Executive Assistant to the President
Maggie Drummond-Bahl*	412-0839	Senior Program Officer, Knox, Lincoln & Sagadahoc Counties
Peter Rothschild**	646-498-3117	Chief Investment Officer
Steven Rowe	412-0840	President & Chief Executive Officer
Stephanie Eglinton*	412-0837	Senior Program Officer, Cumberland County
Thalassa Raasch*	412-0846	Program Communications Associate
Tim Smith	412-2023	Controller
Tina Varney	412-2022	Assistant Controller

## Mailing Addresses

### Ellsworth

245 Main Street, Ellsworth, Maine 04605-1613  
info@mainecf.org  
www.mainecf.org

Phone (207) 667-9735  
Toll Free (877) 700-6800  
Fax (207) 667-0447

### Portland\* (or works from off-site\*\*)

50 Monument Square, 6<sup>th</sup> Floor, Portland, Maine 04101-4078

Phone (207) 761-2440  
Toll Free (877) 700-6800  
Fax (207) 761-2459



## INSTRUCTIONS TO TRANSFER CHARITABLE ASSETS TO MaineCF

**Step #1: Please contact Karen Hartt or Jim Geary at the foundation before transferring securities with details on the transfer and how your contribution should be used.**

**We cannot accept transfers without this information.**

**Contact information: toll-free 1-877-700-6800 – ask for Karen Hartt or Jim Geary  
or via e-mail [khartt@mainecf.org](mailto:khartt@mainecf.org) or [jgeary@mainecf.org](mailto:jgeary@mainecf.org)**

**FBO: Maine Community Foundation  
Account #BP-62195-AH  
TAX ID#: 01-0391479**

**Cash:** Please Fed Wire money as follows:  
UBS AG  
ABA #026007993  
BNF=UBS Financial Services Retail  
A/C 101-WA-258641-000  
FBO: Maine Community Foundation  
fca: BP-62195-AH

**DTC Publicly Traded Securities:**  
**DTC# 0221**  
FBO: Maine Community Foundation  
fca: BP-62195-AH

**Please request all eligible securities transfer via DTC as the ACAT system presents a 2-3 business delay/settlement in delivery to our UBS account, which may adversely affect the sale price of the securities due to market fluctuation. Gift date for all transfers will be the date transfers hit the foundation's account.**

**Governments:**  
BANKOFNYC/UBS FS/Maine Community Foundation/BP-62195-AH  
ABA #021000018

**Non-Eligible Securities:**  
UBS Financial Services, Inc.  
FBO: BP-62195-AH  
One Merchant's Plaza, 3<sup>rd</sup> Floor  
Bangor, ME 04401

Bob Allen  
UBS Financial Services  
One Merchants Plaza, 3<sup>rd</sup> Floor  
Bangor, ME 04401  
Phone: 800-432-1703  
Fax: 855-854-9536

Karen Hartt  
Maine Community Foundation  
245 Main Street, Ellsworth, ME 04605  
Phone: 207-412-2003 or toll-free 877-700-6800  
Fax : 207-667-0447  
[khartt@mainecf.org](mailto:khartt@mainecf.org)



## Statement of Activity

A guide to your fund statement

For more information, go to [www.maine.org/DonorsFundholders/ForFundholders.aspx](http://www.maine.org/DonorsFundholders/ForFundholders.aspx)

### Header:

- a Fund name.
- b Statement timeframe.
- c Fund type.
- d Spending type specified in the fund agreement. Determines whether principal may be spent.
- e MaineCF email address for fund statement questions.
- f Four letter/number fund code used by MaineCF staff to locate fund in our databases.

### Fund Activity:

- a Contributions are tax-deductible donations to the fund by a donor or additions to the fund from agency fund holders.
- b Fundraising revenues are not tax deductible to the donor.
- c Interest & dividends, realized and unrealized gains/(losses), report the investment results posted quarterly.
- d Investment manager fees include consultant and other direct out-of-pocket investment-related expenses. Not all investment managers separately report their fees but may include fees as a reduction in net investment return. Investment manager fees are posted quarterly.
- e Special non-grant-related program expenses such as consultants and meeting expenses. N/A for donor advised funds
- f MaineCF administrative fees are charged quarterly and based on prior quarter's ending fund balance.
  - Includes credit card fees related to fund donations.
- g Interfund transfers are grants from the originating MaineCF fund to another MaineCF fund.

### Amount Available for Distribution includes:

- a Any prior year carryover.
- b Current year grant budget.
  - Current MaineCF board spending policy is 4% of the average fund balance for the previous 12-quarters measured as of 9/30. If 9/30 Historic Gift Value is greater than 9/30 ending balance, a reduced rate is used.
  - Income & principal spending type funds may choose to have a grant budget calculated.
  - Agency fund type may choose NOT to have a grant budget calculated.
- c Any contributions or fundraising revenues specified for distribution; as opposed to added to fund principal.
- d Void or returned MaineCF checks.
- e Less MaineCF checks issued during the current year.
- f Reduced for commitments made (see Details of Commitments).

### Impact Investing Balance:

- a Donors may make commitments to Farms, Fisheries and Food or Downtown & Business Development investment pools.

### Historic Gift Value (HGV):

- a Pertains to funds with income/only and income & principal-special spending types.
- b Consists of contributions and additions to fund principal.
- c Agency fund agreements may permit the agency's governing board to request distributions of principal.
- d If 9/30 HGV is greater than 9/30 ending balance, a reduced spending rate is used (previous years has been 2.5%).

**YTD Details of Contributions** lists each current year gifts to the fund or additions to the fund from agency fund holders.

**Interfund transfers** lists each current year MaineCF-fund-to-MaineCF-fund transfer.

**YTD Details of Grants** lists each current year grant expense/payment from the fund.

**Details of Commitments** as of end date of period listed in Header.

- a Does not apply to Agency, Agency/Scholarship, Designated, and Designated/Scholarship fund types.
- b All unpaid commitments made by the fund to a qualified charity.
- c Grant expense in the period the commitment was made (Committed column).
- d Liability to the fund, which reduces the fund balance. Dollars are still invested until paid.
- e Ex \$100,000 fund balance less \$10,000 commitment = \$90,000 fund balance; \$100,000 invested until paid.
- f Scheduled column shows date grant is to be paid.

**Prior Year Committed Paid** for current year

- a Date commitment paid if not a current year commitment.
- b If payment is for a current year commitment, will show in Detail of Grants section.

# Sample Fund Statement with guide on preceding page



**Sample Fund  
Statement of Activity**

**Period:** 1/1/2017 to 6/30/2017

Fund type: Designated  
Spending type: Invested/Income Only

Questions? Contact [fundstatement@mainecf.org](mailto:fundstatement@mainecf.org)

XXXX

DONOR NAME  
ORGANIZATION  
STREET  
CITY, TOWN

Fund Activity	2nd Quarter	Calendar YTD	Other information included in Ending Balance
Beginning Balance:	\$405,363.39	\$405,046.42	(will not total ending balance)
Contributions	\$3,500.00	\$4,500.00	• <b>Amount Available for Distribution</b> 0.00 Includes 2016 Grant Budget
Fundraising Revenues	\$0.00	\$0.00	
Other Revenues and Grant Refunds	\$0.00	\$0.00	• <b>Impact Investing Balance</b> N/A (not available for grantmaking)
Total Receipts	\$3,500.00	\$4,500.00	
Interest & Dividends	\$217.89	\$533.52	• <b>Historic Gift Value</b> 400,000.00 (not applicable for Income & Principal spending type)
Realized Gains/(Losses)	\$3,632.25	\$7,803.29	
Unrealized Gains/(Losses)	\$1,092.78	\$5,930.23	
Investment Manager Fees	(\$682.58)	(\$1,045.73)	
Total Investment Activity	\$4,260.34	\$13,221.31	
Grants & Scholarships	\$0.00	(\$8,985.00)	
Special Program Expenses	\$0.00	\$0.00	
MaineCF Administrative Fees	(\$890.00)	(\$1,780.00)	
Total Disbursements	(\$890.00)	(\$10,765.00)	
Interfund Transfers - In/(Out)	\$10,000.00	\$10,000.00	
<b>Ending Balance on 6/30/2017:</b>	<b>\$422,002.73</b>	<b>\$422,002.73</b>	

YTD Details of Contributions		YTD Details of Grants	
1/6/2016 Donor 1	\$1,000.00	3/8/2017 ABC beneficiary	(\$8,580.00)
4/17/2016 Donor 2	\$2,500.00	3/8/2017 XYZ beneficiary	(\$405.00)
6/23/2016 Donor 3	\$1,000.00		
<b>Total Contributions</b>	<b>\$4,500.00</b>	<b>Total Grants</b>	<b>(\$8,985.00)</b>

Interfund Transfers:		
Date	Name	Amount
5/15/2016	From Anonymous MaineCF Fund	\$10,000.00
<b>Total Interfund Transfers</b>		<b>10,000.00</b>

For fund statement explanation, see reverse side of statement memo.

# **Appendix B:**

## *Forms*

Advised Grant Recommendation form (single organization)

Advised Grant Recommendation form (multiple organizations)

Inventory of Interest Areas

Project Progress Report (for grants over \$2,500)



## ADVISED GRANT RECOMMENDATION FORM

TO: Board of Directors  
 Maine Community Foundation  
 245 Main St.  
 Ellsworth, ME 04605-1613

E-mail to: [advisedgrants@mainecf.org](mailto:advisedgrants@mainecf.org)

Fund Name:	
Amount of Recommendation:	
Organization:	
Contact Name & Title:	
Address:	
Phone:	Email:
Project Purpose (unless general support):	
IF THE GRANT IS APPROVED BY THE BOARD OF DIRECTORS, HOW WOULD YOU LIKE TO BE RECOGNIZED IN THE LETTER WE SEND TO THE NONPROFIT ORGANIZATION?	
I would like this grant to be completely anonymous. Please do not mention my name or the fund name: <b>YES or NO</b>	
I would like fund name to be included in the grant correspondence: <b>YES or NO</b>	
I would like my/our names included as the advisors: YES or NO If yes, please list my/our names as:	
I would like the organization to submit a project progress report (available for project grants of \$2,500 or more) or an extended project report (available for project grants of \$20,000 or more)? <b>YES or NO</b>	
Please email a copy of the award letter to the following address:	
Please mail a copy of the award letter to the following address:	
My signature affirms that this grant recommendation does not represent payment of any pledge or other financial obligation for the donors, advisors or related parties and that no tangible benefit, goods or services will be received as a result of payment. NOTE: E-mailing a completed form is equivalent to signing it.	
Advisor's Signature	Date



## ADVISED GRANT RECOMMENDATION FORM

Date:

To: Board of Directors  
Maine Community Foundation  
245 Main St.  
Ellsworth, ME 04605  
[advisedgrants@mainecf.org](mailto:advisedgrants@mainecf.org)

This is a recommendation for grants totaling \$\_\_\_\_\_ from the \_\_\_\_\_ **Fund** to:

See attached list of organizations and desired grant amounts.

**These grants are intended for the purposes indicated on the attached list.**

If the grants are approved by the Board of Directors, the grantees should be notified that the grant is made from the \_\_\_\_\_ Fund at the recommendation of \_\_\_\_\_ (**unless otherwise indicated on the attached list**) or:

- I prefer these grants to be made without mention of my **fund**.
- I prefer these grants to be made without mention of my **name**.

My signature affirms that this grant recommendation does not represent payment of any pledge or other financial obligation for the donors, advisors or related parties and no tangible benefit, goods or services will be received as a result of payment. **NOTE:** E-mailing a completed form is equivalent to signing it.

---

### Advisor's Signature

- Please ask the organization to submit a project progress report (available for project grants of \$2,500 or more) or an extended project progress report (available for project grants of \$20,000 or more).
- Please e-mail a copy of the award letter to the following address: \_\_\_\_\_
- Please mail a copy of the award letter to the following address: \_\_\_\_\_

**List of Organizations and Grant Amounts recommended for funding from the \_\_\_\_\_ Fund of the Maine Community Foundation on \_\_\_\_\_ (date)**  
**(Purposes and attribution instructions also included for each grant)**

Organization Name	Grant Amount	Grant Purpose	Recommended by
<b>Total of Recommendations</b> <i>(NOTE: This figure should match the total on the first page of the form)</i>			

# Inventory of Interest Areas for MaineCF Fund Advisors

(Please check all that apply and return to MaineCF)

Fund Name: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Comments: \_\_\_\_\_

## INVENTORY OF INTEREST AREAS – for additional advisors

**Arts, Culture, Humanities**

- Arts & Culture
  - Media & Communications
  - Visual Arts
  - Museums
  - Performing Arts
  - Humanities
  - Historical Organizations
  - Specifics: \_\_\_\_\_

**Education**

- Elementary & Secondary
- Vocational & Technical
- Higher Education
- Adult Education

**Environment**

- Pollution Abatement & Control
- Natural Resources Protection
- Specifics: \_\_\_\_\_

**Animal-Related**

- Animal Protection & Welfare
- Wildlife Preservation & Protection
- Service Animal Training
- Specifics: \_\_\_\_\_

**Health Care**

- Hospitals
- Reproductive Health Care
- Public Health
- Specifics: \_\_\_\_\_

**Mental Health & Crisis**

- Intervention**
  - Substance Abuse
  - Hotlines & Crisis Intervention
  - Specifics: \_\_\_\_\_

**Diseases, Disorders & Medical Disciplines**

- Genetic Diseases
- Cancer
- Diseases of Specific Organs
- Specifically Named Diseases
- Specifics: \_\_\_\_\_

**Medical Research**

- Birth Defects & Genetic Research
- Cancer Research
- Disease Specific \_\_\_\_\_
- Specifics: \_\_\_\_\_

**Crime & Legal-Related**

- Crime Prevention
- Administration of Justice
- Protection Against Abuse
- Legal Services
- Specifics: \_\_\_\_\_

**Employment**

- Preparation & Procurement
- Specifics: \_\_\_\_\_

**Food, Agriculture & Nutrition**

- Agricultural Programs
- Food Programs
- Specifics: \_\_\_\_\_

**Housing & Shelter**

- Temporary Housing
- Housing Development
- Housing support
- Specifics: \_\_\_\_\_

**Public Safety, Disaster Preparedness & Relief**

- Disaster Relief
- Safety Education
- Specifics: \_\_\_\_\_

**Recreation & Sports**

- Camps
- Community Recreational Facilities
- Amateur Sports
- Specifics: \_\_\_\_\_

**Youth Development**

- Youth Centers & Clubs
- Adult/Child Matching Programs
- Scouting Organizations
- Youth Development
- Specifics: \_\_\_\_\_

**Human Services**

- Human Services Organizations
- Children & Youth Services
- Family Services
- Emergency Assistance
- Residential/Adult Day Programs
- Specifics: \_\_\_\_\_

**International, Foreign Affairs & National Security**

- Specifics: \_\_\_\_\_

**Civil Rights, Social Action & Advocacy**

- Civil Rights
- Race Relations
- Civil Liberties
- Specifics: \_\_\_\_\_

**Community Improvement & Capacity Building**

- Community & Neighborhood Development
- Economic Development
- Business & Industry
- Community Service Clubs
- Specifics: \_\_\_\_\_

**Philanthropy, Voluntarism & Grantmaking Foundations**

- Private Grantmaking Foundation
- Public Foundations
- Specifics: \_\_\_\_\_

**Science & Technology**

- General Science
- Physical & Earth Sciences
- Biological & Life Sciences
- Specifics: \_\_\_\_\_

**Social Science**

- Social Science
- Interdisciplinary Research
- Specifics: \_\_\_\_\_

**Public & Societal Benefit**

- Military & Veterans' Organizations
- Public Transportation Systems
- Leadership Development
- Specifics: \_\_\_\_\_

**Religion-Related**

- Interfaith Coalitions
- Specifics: \_\_\_\_\_

**GEOGRAPHIC AREAS**

- Community \_\_\_\_\_
- County \_\_\_\_\_
- Region \_\_\_\_\_
- Statewide

**MAINE COMMUNITY FOUNDATION  
PROJECT PROGRESS REPORT**

**Directions:**

All recipients of MaineCF grants **are required** to complete this progress report form. This form may be completed in two ways: 1) open it in Microsoft Word and click on the shaded areas to type in your answers (preferred) or 2) simply print it and type or write in your answers.

In either case, please limit your answers to a total of 2 pages and use a font size of at least 11 points.

**GRANTEE ORGANIZATION:** \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

**PROJECT COORDINATOR:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **GRANT AMOUNT:** \_\_\_\_\_

1. At this time, the proposed project is (check one):

Complete       In progress. Estimated completion (mm/yr): \_\_\_\_\_       Not yet begun

If the project has not been started yet, please explain why and give an estimate of the start and completion dates.

2. *Estimate* how many people have participated in or have been served by this project. \_\_\_\_\_

a. Is this level of participation (check one)

Fewer than expected       About what was expected       More than expected

b. Briefly explain what factors may have impacted the level of participation (positively or negatively).

3. Describe one of the most important project results or outcomes that you identified in your original grant application.

a. Check the number that best reflects the progress made toward this result.

<input type="checkbox"/> <b>1</b>	<input type="checkbox"/> <b>2</b>	<input type="checkbox"/> <b>3</b>	<input type="checkbox"/> <b>4</b>	<input type="checkbox"/> <b>5</b>
Very little or no progress	Some progress	Significant progress	Result Achieved	Exceeded expected result

b. Briefly explain your answer.

- c. Please describe any factors (positive or negative) that impacted your progress toward this result.
4. Please share one success story related to your project.
5. If you could do this project again, what would be different?
6. Please describe briefly and in general terms the challenges and the benefits you have experienced as a result of trying to use a partnership or collaboration to plan, implement, or evaluate this project.

7. Please provide feedback about your experience with Maine Community Foundation. (Check the appropriate box)

	Disagree strongly	Disagree	Agree	Agree strongly	
a. The effort to apply and report for this grant was worth the support received	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	
b. The MaineCF staff was accessible.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> N/A
c. The MaineCF staff was helpful.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> N/A

**Optional:**

Please use this space to share any other suggestions, ideas or feedback that you have for the Maine Community Foundation.

Thank you!

Please e-mail this form to [grants@mainecf.org](mailto:grants@mainecf.org) or mail to:

Maine Community Foundation  
50 Monument Square, 6<sup>th</sup> Floor  
Portland, ME 04101



245 Main Street, Ellsworth, ME 04605  
207-667-9735  
50 Monument Square, 6<sup>th</sup> Floor, Portland, ME 04101  
207-761-2440  
877-700-6800  
[www.mainecef.org](http://www.mainecef.org)