



Springfield Foundation  
For good. For ever.®

**Springfield Foundation**

**Guidelines for Distributions From Advised Funds**

These guidelines apply to distributions from endowed and non-endowed advised funds.

1. A fund representative authorized to recommend distributions from a Charitable Checking Advised Fund or an Endowed Advised Fund must do so in writing (through the use of the Charitable Checking Advised Fund Program and/or the Endowed Advised Fund distribution recommendation forms) or in person with a Foundation staff member.
2. When distribution instruction forms are received, staff will confirm that the grant is for charitable purposes and that a copy of the grantee organization's 501 c 3 IRS Letter of Designation is on file. Distributions to nonprofit organizations, where a copy of the organization's current 501 c 3 designation letter is on file at the Foundation office, are pre-approved. If an organization's designation letter is not on file, staff will secure a copy from the organization prior to requesting a distribution check from the Finance Department.
3. (Optional) At each Full Board Meeting, the Board of Trustees will be provided with a list of all advised fund distributions taking place during the previous quarter. The list shall identify the organization, the distribution amount and the date of the distribution.
4. Grant checks shall be mailed within two weeks of the Foundation receiving a donor's distribution recommendation form, unless otherwise requested by the donor.
5. In the event Foundation staff is unable to secure the appropriate documentation from the grantee, the donor will be notified to discuss alternatives to the distribution.
6. Neither the Donor nor any other person may receive any tangible benefit or privilege in return for a distribution from a Fund. Distributions may not be made to an organization where an individual will benefit via a product or service of more than a nominal value (such as dinners, tickets to events, medical services, travel, etc.), or to private foundations or to most fraternal organizations.

Donors are able to make distributions to qualified organizations for the purpose of dues or membership fees, without affecting the original gift's deductibility if the membership fee or dues is \$75.00 or less and the item or benefit received exchange is of token value.

7. No distributions will be used to discharge or satisfy a legally enforceable pledge or obligation of any person, including the Donor.