



# Donor Advised Fund Program Guide

Updated Mar 2, 2023

## Contents

Introduction.....	1
About RSF.....	1
About the Program.....	2
Opening a Donor Advised Fund.....	3
Tax Considerations.....	3
Investment Options.....	4
Grantmaking.....	4
Fees and Expenses.....	5
Succession Options.....	6
Receipts And Statements.....	7

## Introduction

This guide outlines how you can open and sustain a Donor Advised Fund at RSF Social Finance. It details the benefits of RSF’s program, outlines its fee structure, and provides information on the policies and procedures followed. To ensure accuracy, we update this document annually.

## About RSF

RSF is a financial services organization dedicated to revolutionizing how people work with money. RSF provides opportunities for people to align their investing and giving with their values and connects social entrepreneurs with diverse forms of capital. RSF believes that people are served best by long-term financial relationships that are direct, transparent, and personal. These relationships build a foundation of trust and collaboration to emerge and lead to long-term social, economic, and ecological benefit. Since 1984, RSF has made over \$850 million in loans and grants to social enterprises in the areas of food and agriculture, education and the arts, and climate and environment.

RSF frames all of its work by its vision, mission, and values.

## **Vision**

RSF envisions an economy rooted in equity, healing, and interconnectedness.

## **Mission**

To catalyze transformation by circulating capital to social enterprises for a more just, regenerative, and compassionate world.

## **Values**

Trust - Courage - Collaboration

## **About the Program**

With the RSF Donor Advised Fund (DAF), you will join a community of active philanthropists and learn and co-create with us. The RSF DAF lets you catalyze solutions to systemic problems and experiment with new giving models that challenge philanthropy's power dynamics.

## **Community**

When opening a Donor Advised Fund at RSF, you are joining a vibrant learning community. RSF can facilitate connections to like-minded donors as well as experts in your fields of interest. We believe philanthropic funds are most transformative when they support development and testing of new models, and we learn together with our clients.

## **Impact**

We continually advance RSF's pioneering impact DAF portfolio, investing assets in climate and social justice solutions while preserving liquidity for grantmaking.

## **Innovation**

An RSF DAF lets you catalyze solutions to systemic problems and experiment with new giving models that challenge philanthropy's power dynamics. We approach philanthropy with a justice lens, and are well equipped to help DAF clients who are interested in restorative giving.

## **Personalization**

We can create a customized fund structure and work with you to develop a customized plan for your giving. With our Philanthropic Advising, we are able to support clients with research, docket development, creation of a giving thesis, restorative giving, community-led solutions, and more.

## **Opening a Donor Advised Fund**

To establish an RSF Donor Advised Fund, please complete the agreement form located at the end of this document. Remember to read this program guide carefully before signing the agreement.

### **Contributions**

You may establish an account with an initial contribution of \$5,000 or more.

### **Minimum Balance**

Donor advisors must maintain a minimum account balance of \$500.

### **3rd Party Contributions**

Individuals, corporations, and foundations that are not the initiator of the account may contribute to an RSF Donor Advised Fund and receive a tax acknowledgment letter. Other contributors are not eligible for any advisory services by making additional contributions to the fund.

### **Types of Contributions**

Donor advisors may contribute cash, mutual fund shares, stocks, bonds, and other marketable securities to their accounts. Under certain circumstances, RSF is also able to accept shares of privately held companies, please contact us for more information. Contributions made in cash must be delivered by check or through wire transfer. Donor advisors should mail check contributions to:

RSF Social Finance  
PO Box 2007  
San Francisco, CA 94126

### **Irrevocable Gifts**

RSF has exclusive legal ownership and control over contributions. Once RSF has accepted a contribution to a Donor Advised Fund, it is irrevocable.

### **Online client portal**

We offer donor advisors access to RSF's online client portal. In it, you can manage account details, submit grant recommendations, and view recurring grant recommendations, authorized parties, and grant history. The portal also allows donor advisors to go paperless on quarterly communications such as client statements, community updates, and newsletters.

## **Tax Considerations**

Contributions to a Donor Advised Fund are tax deductible to the extent permitted by law. The amount of the deduction depends on the type of asset contributed. Please consult with your tax advisor to determine the amount of your deduction, and to discuss the best ways to maximize the tax advantages.

### **Deduction Limitations**

Deductions for charitable contributions are subject to Internal Revenue Code limits based on the percentage of adjusted gross income (AGI) you earn in the year of the gift. Please contact your tax advisor to determine your tax deductibility limits.

## **Publicly Traded Securities**

For publicly traded securities held for more than a year, you may deduct up to the fair market value of the securities contributed. For securities or mutual fund shares held for a year or less, IRS rules limit your deduction to the lower of your cost basis or the fair market value.

## **Estate Tax**

You may reduce your estate tax burden by bequeathing to your Donor Advised Fund, though we recommend you consult a legal or tax advisor to see if this option is possible for your specific circumstances.

## **Income and Earnings Treatment**

Income that accrues to your Donor Advised Fund will increase the fund's available balance for charitable grantmaking but is neither taxable nor deductible to you.

## **Investment Options**

RSF invests every Donor Advised Fund according to our organizational purpose, values, and operating principles, and in alignment with our investment thesis that seeks out investments that are direct, transparent, and based on long-term relationships. DAF investments are selected based on their social and environmental impact as well as their financial performance.

## **Liquidity Portfolio**

RSF invests the majority of Donor Advised Funds in the Liquidity Portfolio. The portfolio focuses on creating long-term relationships with institutions that offer unique opportunities for positive impact in their communities by supporting economic development projects, affordable housing, and environmental initiatives. This portfolio offers donors an opportunity to preserve principal and maintain liquidity for grantmaking while supporting leading mission-driven institutions.

## **Grantmaking**

### **Recommendations**

As the donor advisor, you may recommend grants or recoverable grants from your Donor Advised Fund to eligible entities as outlined below. Once you complete and submit a Grant Recommendation via email or the RSF client portal, our Philanthropic Services staff will review and process the recommendation.

### **Disbursements**

RSF disburses grant funds twice per week. We ask domestic grantees how they prefer to receive the funds: via check, ACH, or wire. Depending on their response time or other due diligence concerns, we can process domestic grants to charitable organizations within a week. Expenditure Responsibility and international grants are processed within one to three months, and our default payment method is a USD wire.

With each grant disbursement, RSF will send an award letter outlining the grant details as requested by the donor advisor. The fund can be named or anonymous.

## Guidelines

The following guidelines apply to your grant recommendation:

Minimum Grant Amount:	\$250
Minimum International or Expenditure Responsibility Grant Amount:	\$5,000
Number of Grants Allowed:	Unlimited

## Eligible Charities

From your Donor Advised Fund at RSF, you can recommend grants domestically to 501c3 public charities (except for the ineligible entities listed below), government entities, federally recognized tribes, and public schools as permitted by the Internal Revenue Code. You may also recommend grants to support projects of non-exempt organizations, but we would exercise Expenditure Responsibility due diligence

## Ineligible Grants

RSF does not make grants to individuals, private non-operating foundations, Type III non-functionally integrated supporting organizations, or grants to support lobbying or political campaign activities. We also will not accept grant recommendations that fulfill pre-existing pledges or confer a private benefit; that includes but is not limited to the payment of membership fees, the purchase of benefit tickets, or items bought at a charitable auction. RSF has proudly taken the “Hate is Not Charitable” pledge, and will not use charitable funds to support hate groups.

## Fees and Expenses

### RSF Community Contribution

With RSF Philanthropic Services, our goal is to cultivate gift money as the source of economic life. Donor Advised Funds play an essential role in doing this work. And unlike other Donor Advised Fund providers, the costs your account incurs directly support our nonprofit’s mission to reimagine money and push it to the highest intents of the human spirit. We depend on your Community Contribution not only to fund excellent, human-centered services for donor advisors but also to advance innovation and thought leadership in the fields of social finance and philanthropy.

RSF will deduct the following Community Contribution from your account monthly, annualized on the average daily balance:

- A. 1.25% of the first \$1,000,000 of the Fund’s net asset value.
- B. 1.00% of the next \$2,000,000 of the Fund’s net asset value up to \$3,000,000.
- C. 0.75% of the Fund’s net asset value over \$3,000,000.

### Investment Fees

In addition to the RSF Community Contribution, RSF will charge 0.60 percent annualized monthly on assets invested in the Liquidity Portfolio. Additional investment fees may apply for different types of assets.

## Grant Fees

### Domestic Grants

There are no fees associated with domestic grants to charitable, tax-exempt entities. Due to additional due diligence and reporting requirements, all Expenditure Responsibility grants to non-charitable organizations are subject to a \$400 fee. The recoverable grant fee to tax-exempt entities is \$200.

### International Grants

For grants to international organizations with a 501c3 status, the fee is \$600. For international organizations without a 501c3 status, there are two different due diligence methods we can conduct for each grant. The first method is Expenditure Responsibility, which proves the grant funds are being used charitably before disbursing the grant, and collect reporting after the grant is made. The other method is called Equivalency Determination, which proves it is equivalent to a U.S. 501c3 public charity. Our partner, Paragon Philanthropy, facilitates all Equivalency Determination.

The following provides details regarding each type of international due diligence and the associated fees.

#### Entity Type: Organization verified by Paragon Philanthropy as equivalent to a 501(c)(3)

- **Due diligence type:** Equivalency Determination
- **Grant purpose:** Can be for general operating support
- **Grant agreement required:** No
- **Grant reporting required:** No
- **Timeline:** 3-7 weeks
- **Fee:**
  - \$375: grantee is in the Paragon Philanthropy database
  - \$950: grantee's Equivalency Determination certificate has expired and needs to be renewed with Paragon Philanthropy
  - \$2,250: grantee is not in the Paragon Philanthropy database
- **Please note:** If we already have an Equivalency Determination certificate on file from NGOsource, we will continue charging \$600 per grant until the certificate expires.

#### Entity Type: Organization with 501(c)(3) status or public entity (government, governmental agency or instrumentality)

- **Due diligence type:** 501(c)(3) Status or Public Entity
- **Grant purpose:** Grants to 501(c)(3)'s can be for general operating support. Grants to public entities must be for a particular purpose.
- **Grant agreement required:** No
- **Grant reporting required:** No
- **Timeline:** 2-5 weeks
- **Fee:** \$600

#### Entity Type: Organization carrying out a charitable project

- **Due diligence type:** Expenditure Responsibility
- **Grant purpose:** Must be for a particular purpose
- **Grant agreement required:** Yes
- **Grant reporting required:** Yes
- **Timeline:** 3-6 weeks
- **Fee:** \$800

Please note this fee structure is subject to discretionary changes made by third-party vendors.

## Other Fees

In addition to the fees described above, RSF reserves the right to deduct commissions or any other fees incurred by RSF in connection with a Donor Advised Fund.

## Succession Options

### Choosing a successor

When you open a Donor Advised Fund, you may choose a successor(s) to advise the fund and make grant recommendations after your death. You may name any individual you like, including your spouse, child, heir, or another representative. If it is a joint account, succession applies only after the deaths of all donor advisors. Therefore, if one donor advisor dies, the remaining donor advisor(s) retains all rights to recommend grants and name successors. Upon assuming the rights and responsibilities of the Donor Advised Fund, the successor(s) may designate his or her choice for successor. Successor recommendations are subject to approval by RSF.

### Charitable Beneficiary

Instead of naming an individual as a successor, you may choose to recommend one or more eligible organizations as the beneficiary of your Donor Advised Fund account. Recommendations for a charitable beneficiary are subject to review and approval by RSF. Upon formal notice of a donor advisor's death, RSF will send the beneficiary organization(s) the account's remaining balance less any pending fees—provided it (or they) remain an eligible charitable organization.

You may choose a combination of both successors and beneficiaries for your account.

### No Successor

If you do not name a successor or recommend a charitable organization as your beneficiary upon your death, the balance of your account will be transferred to the RSF Advised Fund for general grantmaking at RSF's discretion.

## Receipts And Statements

### Charitable Gift Receipts

Upon acceptance of a gift, RSF will provide a confirmation letter acknowledging the gift. You will be responsible for establishing the value of any non-cash contributions for tax deduction purposes.

### Statements

RSF will provide quarterly account statements, available in both paper and electronic forms, indicating the fund's balance and activity for the period, including:

- Gifts received and credited to the fund
- Grants made from the fund
- Investment activity

### Contact Us

To open a Donor Advised Fund or for more information about the program, please contact our Philanthropic Services team at [PS@rsfsocialfinance.org](mailto:PS@rsfsocialfinance.org).



San Francisco, CA  
T: 415.561.3900  
rsfsocialfinance.org

# AGREEMENT FORM Donor Advised Funds

### INSTRUCTIONS

Return by email to [PS@rsfsocialfinance.org](mailto:PS@rsfsocialfinance.org) or by mail to RSF Social Finance, P.O. Box 2007 San Francisco, CA 94126.

### QUESTIONS?

Contact the Philanthropic Services Team at [PS@rsfsocialfinance.org](mailto:PS@rsfsocialfinance.org)

## I. TELL US ABOUT YOU

To establish a Donor Advised Fund at RSF Social Finance (RSF), please complete and return this form along with your initial contribution according to the instructions above.

Once the Fund is established, you may recommend grants, recoverable grants and/or direct investments to qualified charitable organizations. If two donor advisors are named, we will accept grant recommendations from either donor advisor unless otherwise specified. If you would like to authorize more contacts on your fund, please email us with their contact information, their role, and the client portal access level you would like them to have.

Be aware that RSF cannot honor recommendations that result in any benefit to you, a family member or related parties, such as event tickets or memberships.

If you need additional forms or have any questions, please contact us at 415-561-3900 and ask for the Philanthropic Services Team. You may also download forms from our website at [rsfsocialfinance.org/daf](http://rsfsocialfinance.org/daf).

\_\_\_\_\_ DONOR ADVISOR NAME

\_\_\_\_\_ MAILING ADDRESS

\_\_\_\_\_ CITY STATE ZIP

\_\_\_\_\_ PHONE

\_\_\_\_\_ E-MAIL ADDRESS

\_\_\_\_\_ BIRTHDATE

\_\_\_\_\_ JOINT DONOR ADVISOR NAME

\_\_\_\_\_ MAILING ADDRESS

\_\_\_\_\_ CITY STATE ZIP

\_\_\_\_\_ PHONE

\_\_\_\_\_ E-MAIL ADDRESS

\_\_\_\_\_ BIRTHDATE

## II. NAME YOUR DONOR ADVISED FUND

You may give the Donor Advised Fund a name that reflects your charitable intentions, or identifies you, or is in honor of another. A letter naming the Fund will accompany each grant from the Fund unless you prefer to remain anonymous.

\_\_\_\_\_ NAME OF DONOR ADVISED FUND

\_\_\_\_\_ How did you hear about us?

## III. YOUR INTEREST AREAS

Please indicate which aspect(s) of RSF's mission are of particular interest to you. This information helps us to better understand and serve our clients.

FOOD & AGRICULTURE

EDUCATION & THE ARTS

CLIMATE & ENVIRONMENT

SOCIAL FINANCE

SOCIAL JUSTICE

OTHER: \_\_\_\_\_



## IV. NAME A SUCCESSOR OR BENEFICIARY

As the donor advisor(s), you have the right to make recommendations as to Fund investments and grants. You may (but are not required) to name a successor advisor to take your place upon your death. Alternately, you may name a qualified charitable organization to receive the remaining balance of your Fund.

If you wish to name additional or different successors or charitable beneficiaries, please send an email to [PS@rsfsocialfinance.org](mailto:PS@rsfsocialfinance.org) or a letter to RSF Social Finance, P.O. Box 2007, San Francisco, CA 94126.

## V. MAKE A CONTRIBUTION

Initial donations to RSF are accepted in the amount of \$5,000 or more in the form of a check, wire transfer, or marketable securities (i.e. stocks and bonds) and/or mutual funds shares. Subsequent donations can be any amount. You must maintain a minimum balance of \$500 at all times. All contributions are irrevocable.

For wire transfer instructions, or for information on donating securities or other property, please contact us at 415.561.3900 or via email at [PS@rsfsocialfinance.org](mailto:PS@rsfsocialfinance.org).

## VII. SIGNATURES

By signing this application, I acknowledge that any contribution to this Donor Advised Fund, once accepted, is an irrevocable donation to RSF, who has final authority as to all investment and grantmaking decisions and exclusive legal ownership and control over all gifts.

I or any successor advisor has the right only to make nonbinding recommendations respecting investment or grantmaking, as described in the Donor Advised Fund Program Guide.

SUCCESSOR  CHARITABLE BENEFICIARY

\_\_\_\_\_  
SUCCESSOR ADVISOR OR CHARITABLE BENEFICIARY NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
RELATIONSHIP TO DONOR (FOR SUCCESSOR ONLY)

\_\_\_\_\_  
BIRTHDATE

CHECK ENCLOSED PAYABLE TO RSF IN THE AMOUNT OF: \$ \_\_\_\_\_

WIRE TRANSFER IN THE AMOUNT OF: \$ \_\_\_\_\_

SECURITIES OR OTHER PROPERTY: \_\_\_\_\_

\_\_\_\_\_  
DONOR ADVISOR SIGNATURE PRINT NAME DATE

\_\_\_\_\_  
JOINT ADVISOR SIGNATURE PRINT NAME DATE

**By signing this agreement jointly, you agree that any Joint Advisors have equal advisory rights over the Fund.**



P.O. Box 2007, San Francisco, CA 94126  
T: 415.561.3900 | F: 415.561.3919  
rsfsocialfinance.org

# GRANT RECOMMENDATION FORM Donor Advised Funds

## INSTRUCTIONS

Return by email to [grantrec@rsfsocialfinance.org](mailto:grantrec@rsfsocialfinance.org) or by mail to: RSF Social Finance, PO Box 2007, San Francisco, CA 94126

## QUESTIONS?

Contact the Philanthropic Services Team at [PS@rsfsocialfinance.org](mailto:PS@rsfsocialfinance.org)

## I. FUND INFORMATION

DONOR ADVISOR NAME \_\_\_\_\_

FUND NAME \_\_\_\_\_

## II. GRANT RECOMMENDATION (For additional recommendations, please complete additional forms, ask us about our spreadsheet, or send in your own spreadsheet with the details on this form.)

I/We recommend a grant in the amount of \$ \_\_\_\_\_ be made from the above named fund to the following charitable organization. *(If recommending a grant to RSF or to an existing fund at RSF, you only need to include the fund or project name.)*

NAME OF CHARITABLE ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT PERSON AT ORGANIZATION \_\_\_\_\_ PHONE \_\_\_\_\_

ORGANIZATION'S TAX ID (EIN) NUMBER (IF KNOWN) \_\_\_\_\_

PURPOSE OF GRANT:  GENERAL OPERATING SUPPORT  SPECIFIC PROJECT / FUND \_\_\_\_\_

### GRANT RECURRENCE

Yes, this is a recurring grant. I/We wish the grant to recur  quarterly, or  annually with a start date of \_\_\_\_\_ and end date of \_\_\_\_\_

### GRANT ACKNOWLEDGEMENT

I/We wish  to remain anonymous /  for the fund to be named in the grant award letter and in donor listing.

### III. RELATIONSHIP DISCLOSURE *(Please attach additional page if necessary.)*

I/We have set forth below any and all relationships, familial, business or otherwise, that I/we have with any of the beneficiaries or grantees of any organizations set forth in this Donor Grant Recommendation. I/we understand that RSF may, at its option, withhold, withdraw or demand immediate return of all funds from such organizations if I/we fail to make timely, accurate and complete disclosure of such relationships.

---

---

---

---

---

### IV. REQUIRED SIGNATURE

By signing below, I/we acknowledge that this grant will not fulfill an existing pledge (an existing pledge is one made before this grant has been approved by RSF); provide a benefit, goods or services for any specific individual or myself/ourselves or my/our family; pay for dues, membership fees, tuition, goods from charitable auction; support a political campaign or lobbying activity; to support a private non-operating foundation; or to support a Type III non-functionally integrated supporting organization.

I/We understand that this is a recommendation and not a direction. I/We understand that the grant recommendation is subject to RSF review and approval in accordance with its policies and applicable law. RSF may turn down the grant recommendation if the grant does not meet criteria for approval.

---

SIGNATURE

---

DATE

---

PHONE NUMBER

---

TITLE *(for organizational funds)*