

Setting up a fund with the Bridge Builders Community Foundations is an extremely easy process. The hard part is over once you have made the decision to make a lasting contribution to a charitable cause. Our experience and status as a 501(c)(3) public charity make the creating a fund simple. Presently, we manage 80+ funds with over \$5.2 million in assets. You as a donor will be guided through this process to make sure your gift is shaped to fit you and the community you care about. At all times, we work to ensure that your charitable wishes are clearly understood.

**There are just a few easy steps for establishing a fund at the Community Foundation:**

- 1.** Define your **charitable** and financial objectives. Consider how you want your gift to be used, whether or not you want future family members involved, and how much involvement you want in making grant distributions.
- 2.** Select the type of **fund** that matches your charitable interests. Are you supporting one charity, many, a field of interest, or do you wish to stay involved in grant making?
- 3.** Choose a **name** for your fund. Many donors choose a family name, but you may choose a name that's meaningful to you. Your fund may also remain anonymous.
- 4.** Determine **what** to give. Assets with a low cost basis are often wise choices since they offer maximum tax advantages: you pay no capital gains tax and receive a favorable income-tax deduction. You may also wish to review assets inside your qualified retirement plan for possible charitable use.
- 5. Guidelines** will be drafted for your approval. This document details the amount and date of gift, name of the Fund, and charitable purpose(s) of the Fund.
- 6.** The Community Foundation Board will approve the creation of a new Fund, and the Board President will sign to accept the **terms of the gift**.
- 7.** Make your **gift** to the Bridge Builders Community Foundation in whichever form you desire. You will receive a thank you letter from the Foundation to be used for tax purposes.
- 8.** You may choose to consider naming the Community Foundation in your **estate plan**. This option includes such charitable options as gifts of life insurance, retirement assets, or a bequest.
- 9. The Bridge Builders Community Foundation begins to serve your charitable objectives.**

From this point on you will be assured that your gift will follow your desires in perpetuity. You or others may add to the Fund at any time and in any amount. The Foundation will cover all the administrative details, providing you with reports on fund activity, as well as timely notice of all grants made and grants issued from your fund.

Finally, and most importantly, you have created a permanent legacy at Bridge Builders Community Foundation. Your gift marks your personal commitment to philanthropy.