

# Planned Giving with Seattle Foundation



*By including Seattle Foundation in your estate plan, you carry forward a legacy of generosity shared by nearly 500 community members. Together, our changemakers are ensuring that future generations will benefit from a stronger, more vibrant community. As part of our Changemakers Circle Legacy Society, you'll be invited to connect with others who share your vision for lasting impact.*

## SECTION 1: 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 \_\_\_\_\_

Phone #2: ☐ Cell ☐ Home ☐ Business ☐ Other \_\_\_\_\_

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

Primary Contact? ☐ Yes ☐ No

I would prefer to be contacted by: ☐ Email ☐ Phone #1 ☐ Phone #2 ☐ Mail

Donor 2 Name: \_\_\_\_\_

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

City/State/ZIP: \_\_\_\_\_

Phone #1: ☐ Cell ☐ Home ☐ Business ☐ Other \_\_\_\_\_

Phone #2: ☐ Cell ☐ Home ☐ Business ☐ Other \_\_\_\_\_

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

Primary Contact? ☐ Yes ☐ No

I would prefer to be contacted by: ☐ Email ☐ Phone #1 ☐ Phone #2 ☐ Mail

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

## SECTION 2: Planned Gifts and Bequests

Estimated amount of gift: \_\_\_\_\_

- ☐ 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)*



### SECTION 3: Recognition

Seattle Foundation is grateful for your generous gift to the community. Recognition may include identification of you and/or any fund you establish in Seattle Foundation publications, website, legacy wall and events, grant transmittal letters, and other forms of acknowledgement.

While I am living, Seattle Foundation may recognize my bequest and/or other planned gift 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 name of any fund I create in grant transmittal letters and publications.
- ☐ Anonymous

### SECTION 4: Future Planning

Donors who arrange future gifts can choose from a number of options. Please select from the options listed below. If your future plans are more complex, please contact us to create a custom plan.

☐ **Create a Donor Advised Fund**

Donors may establish a Donor Advised Fund bearing a name of their choosing, with heir(s), or other designated persons serving as fund advisor(s)\* to make grant decisions. Grants made from your fund are accompanied by a letter identifying the name of the fund and successor advisor names, if so chosen.

*\*Requires completion of Advisor Addendum.*

- ☐ Optional: *Yes, after my/our lifetime, please make this fund permanently endowed and subject to Seattle Foundation's spending policy.*

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

☐ **Create a Named Community Fund**

Your Named Community Fund supports Seattle Foundation's Community Impact work, addressing urgent needs while advancing systems change to reduce inequities. Relying on our trusted relationships and expertise, your gift is invested where it can make the greatest difference for the region.

- ☐ Optional: *Yes, after my/our lifetime, please make this fund permanently endowed and subject to Seattle Foundation's spending policy. (minimum \$1M)*

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

☐ **Create an Area of Interest Fund (minimum \$100,000)**

Donors may establish an area of interest fund bearing a name of their choosing, 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 focus area(s). Please indicate the focus area(s) (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.

☐ Optional: *Yes, after my/our lifetime, please make this fund permanently endowed and subject to Seattle Foundation's spending policy. (minimum \$1M)*

Focus Area: \_\_\_\_\_

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

☐ **Create a Designated Fund to support specific nonprofits (minimum \$100,000)**

Donors establishing a Designated Fund 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. If you would like to benefit more than five charities, please contact us.

☐ Optional: *Yes, after my/our lifetime, please make this fund permanently endowed and subject to Seattle Foundation's spending policy. (minimum \$1M)*

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

Nonprofit Name	Percentage (%)

☐ **Create an Endowed Scholarship Fund to support student achievement (minimum \$1,000,000)**

For customized scholarship funds, you name your scholarship and outline the specific eligibility and selection criteria. You can designate the amount to be awarded, and whether the scholarships will be single-year or multi-year awards. *Requires completion of Scholarship Addendum.*

☐ **Add to My Existing Seattle Foundation Fund**

Unless otherwise specified in existing gift planning documentation, plans for distribution from your existing Seattle Foundation fund will follow the specifications in the most recent new fund form on file.

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



☐ **Make an Unrestricted Gift to Seattle Foundation**

Your unrestricted gift supports Seattle Foundation's Community Impact work, addressing urgent needs while advancing systems change to reduce inequities. Relying on our trusted relationships and expertise, your gift is invested where it can make the greatest difference for the region.

☐ **Please see my attached Letter of Intent (LOI)**

*Requires completion of LOI Addendum.*

## **SECTION 5: Your Professional Advisors**

If you are working with any professional advisors—such as an attorney, CPA, wealth manager, or investment advisor—you can list them below.

### **Professional Advisor 1**

Role: ☐ Attorney ☐ CPA ☐ Wealth Advisor ☐ Investment Manager ☐ Other: \_\_\_\_\_

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

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

City/State/ZIP: \_\_\_\_\_

Phone: ☐ Cell ☐ Home ☐ Business ☐ Other \_\_\_\_\_

Email: \_\_\_\_\_

☐ *I authorize Seattle Foundation to share fund details and statements with this advisor through the online portal.*

### **Professional Advisor 2**

Role: ☐ Attorney ☐ CPA ☐ Wealth Advisor ☐ Investment Manager ☐ Other: \_\_\_\_\_

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

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

City/State/ZIP: \_\_\_\_\_

Phone: ☐ Cell ☐ Home ☐ Business ☐ Other \_\_\_\_\_

Email: \_\_\_\_\_

☐ *I authorize Seattle Foundation to share fund details and statements with this advisor through the online portal.*



## SECTION 6: Acknowledgement & Signature

Please read and sign below to confirm your understanding and agreement.

By signing, I/we acknowledge that:

- I have reviewed and agree to Seattle Foundation's **Fund Terms and Conditions** (included in this packet).
- I understand that all contributions to Seattle Foundation are **irrevocable** and become the property of Seattle Foundation once accepted.
- I understand that this fund will be administered in accordance with Seattle Foundation's policies and applicable laws.

**Signature(s):**

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

Donor 2 Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 7: How Did You Learn About Seattle Foundation?

I/we learned of Seattle Foundation through (check all that apply):

- ☐ Print advertisement
- ☐ Radio spot
- ☐ Professional Advisor recommendation  
*Please indicate name:* \_\_\_\_\_
- ☐ Existing donor/fundholder referral  
*Please indicate name:* \_\_\_\_\_
- ☐ Word of mouth
- ☐ Web search
- ☐ AI chat
- ☐ Social media
- ☐ Foundation presentation/speaking engagement  
*Please indicate event name:* \_\_\_\_\_
- ☐ Community organization  
*Please indicate name:* \_\_\_\_\_
- ☐ Seattle Foundation initiative
- ☐ Other: \_\_\_\_\_

## Fund Terms and Conditions

*Updated June 27, 2025*

**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 restriction 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 restriction or condition becomes unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the community.

**DISTRIBUTIONS.** The Foundation’s general policy is to make distributions from each fund at least every two years (see “Inactive Funds” section below). Donors may, at the time they create a fund, specify that the fund be managed as a permanent endowment and be paid out in accordance with the Foundation’s 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, and its spending policy, described below.

**SPENDING POLICY.** The Foundation’s general policy is to make 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.

**RESTRICTIONS ON GRANTS FROM FUNDS.** The Foundation will make distributions from funds only if they are consistent with the Foundation’s charitable purposes and satisfy community needs identified by the Foundation as deserving of its support. Federal tax law prohibits the Foundation from making distributions from donor advised funds for memberships, sponsorships, tickets or for any purpose that would otherwise provide a benefit to donors, donor advisors or related parties; for loans, compensation, expense reimbursements or similar payments to donors, donor advisors or related parties; and any distribution to an individual (other than from approved “scholarship funds”). Federal tax law prohibits the Foundation from making any distribution 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.

Seattle Foundation relies on the IRS to regulate organizations, but if the Foundation determines that an organization engages in activities that are inconsistent with Seattle Foundation’s Fund Distribution Policy, which includes prohibiting fund distributions to organizations engaged in unlawful discrimination, and/or hateful activities, the Foundation may bring that information to the attention of its interested donor(s). This policy applies to all of Seattle Foundation’s grant funding, including



unrestricted funds and funding from fiscal sponsorships, designated funds, area of interest funds, and donor advised funds. For these purposes, unlawful discrimination includes discrimination on the basis of age, race, national origin, ancestry, sex, pregnancy, gender, gender expression or identity, disability, sexual orientation, marital status, veteran or military status, political ideology, religion/creed, or any other characteristic protected by applicable federal, state, or local law. Hateful activities include discrimination on the basis of immigration status and activities that incite or engage in violence, intimidation, harassment, threats, or defamation targeting an individual or group based upon their actual or perceived age, race, national origin, ethnicity, sex (including pregnancy), gender, gender identity, disability, sexual orientation, marital status, veteran or military status, political affiliation, immigration status, or religious belief.

**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 and the Foundation approves such request. Assets may be managed by an independent trustee, custodian, investment advisor or other fiduciary approved by the Foundation (an "outside investment manager"). All such assets must be managed in accordance with Seattle Foundation's Statement of Investment Objectives and Policy. All investment partners shall be provided with a copy of and must agree to adhere to Seattle Foundation's Statement of Investment Objectives and Policy 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 and others 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 Seattle Foundation determines such action to be appropriate."*

*"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 Procedures for Donor Advised Funds, 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 as described in Section 501(c)(3) 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 Policies and General 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 in which a fund has two or more advisors, the advisors shall appoint a primary fund advisor. 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 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 in furtherance of its charitable purposes.

*Donor Advised Funds established by companies, 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 provide a plan for funding a specific project that the Foundation approves and do not resume 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 in its mission to ignite powerful, rewarding philanthropy to make Greater Seattle a stronger, more vibrant community for all.*

**In the event that the advisor(s) cannot be located or is(are) unresponsive, the Foundation will use the balance of the fund in furtherance of its mission to ignite powerful, rewarding philanthropy to make Greater Seattle a stronger, more vibrant community for all.**