



CIIC Gift Acceptance Policy

Purpose:

The purpose of this Gift Acceptance Policy is to govern the acceptance of gifts and to provide guidance to the donors and their professional advisors in completing gifts.

Policy:

1. Integrated Community (CIIC) seeks to serve the charitable interests of its donors and the community by informing, guiding, and otherwise assisting the donor in fulfilling his or her philanthropic wishes.
2. CIIC assures that the charitable intentions of each donor will be fulfilled. No program, agreement, trust, contract, or commitment shall be urged upon any prospective donor that would benefit the organization at the expense of the donor's interest and welfare.
 - a. At no point will CIIC accept charitable donations that might jeopardize the Agency's 501c3 status.
 - b. All transactions must abide by all local, state, and federal laws.
3. In addition to meeting the donor's charitable intent, all gifts must serve the charitable purposes of the agency and are subject to the approval of the agency's Board of Directors (BOD). The BOD has the right to accept or refuse any gift, based on this policy or other considerations.

Integrated Community urges all prospective donors to seek the assistance of personal legal, financial, and other advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. CIIC shall not under any circumstances furnish property appraisals or valuations to donors for tax purposes or knowingly participate in a transaction in which the value of the gift is inflated above its actual fair market value to obtain a tax advantage for the donor or any other person or entity.

The following policies and guidelines govern the acceptance of gifts made to Integrated Community for the benefit of any of its operations, programs, or services. Use of Legal and Tax Counsel—CIIC will seek the advice of legal, tax, and other professional counsel in matters relating to the acceptance of gifts when deemed appropriate by the Finance Committee.

Review by counsel is recommended for:

 - Gifts of private securities, which may be subject to buy-sell agreements, or any future obligation of the security holder
 - Gifts that would obligate CIIC to any fiduciary duty, or any other obligation – financial or other
 - Transactions with perceived/potential conflicts of interest
 - Transactions with any environmental or regulatory issues
 - Any gift that poses a potential risk, or is subject to any unusual characteristics

It is the general practice for CIIC to hold any donations, in the long term, as a liquid investment; held either in a general bank account or some other form of long-term investment. As such, it is the practice for CIIC to convert any gift into liquidity by means of a fair market sale of any non-liquid gift that cannot be held in its present form. As such the following can be accepted without review:

Cash: Cash gifts are acceptable in any form, including by check, money order, credit card, or online.

Marketable Securities: The agency accepts gifts of publicly traded stocks and bonds. The securities should be electronically transferred to the agency's brokerage account. Upon receipt into the agency's brokerage account, the securities will be sold as soon as is practical. The agency will value the gift for its office as the value on the date receipt at market close.

Life Insurance: Donors may make gifts to the agency with CIIC as identified as a beneficiary of the policy, or with the direction of proceeds as determined via a bequest of their estate and will, testamentary documents, or as a beneficiary of a trust.

Insurance must be paid in full, and require no obligation of the agency

CIIC must be named as a primary beneficiary and irrevocable owner of the policy

Any other donation made via a trust to CIIC

Will not be recognized until the gift is actually made.

Certain forms of gifts may still be acceptable to CIIC, but would require review from the investment committee and ultimate board approval, based upon that recommendation. Such gifts may include:

Tangible personal property: The agency will consider the acceptance of tangible personal property on a case-by-case basis. Examples include vehicles, jewelry, fine art, and other valuable items that exist in tangible form. The agency will consider the difficulty and expense involved in accepting such items, including maintenance, taxes, storage, ease of sale, potential liability, and the general overall benefit to and burden on the agency in deciding whether to accept the gift.

Split Interest Gifts: CIIC will consider acceptance of gifts as part of charitable gift annuities, charitable remainder annuity trusts, and/or charitable remainder unitrusts upon review and acceptance of the applicable terms of such instruments by legal, tax, and other counsel the agency's choosing. It is the preference of CIIC to coordinate the creation of these split-interest gifts with the Executive Committee.

Real Estate: CIIC may accept gifts of real property, provided that they meet all legal, zoning, and environmental standards prior to acceptance. Which may necessitate the agency, or donor – depending upon the agreement, to obtain appraisals, surveys, title reviews, and/or environmental assessments. Considerations for accepting real property include:

Marketability of property, ease of sale

Are improvements (if any) in good condition, or is any deferred maintenance required

Are there any covenants or restrictions for said property

Cost of carrying insurance until the property is liquidated

Final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the full Board, in consultation with the Finance Committee and any necessary legal, tax, or other professional counsel.

All information concerning prospective donors, including names and addresses, names of beneficiaries, nature, and worth of estates, amounts of provisions, etc. shall be kept strictly confidential by the agency and its authorized personnel unless the donors grant permission to use selective information for purposes of referral, testimonial or example at the discretion of the donor or authorized representatives.

It shall also be the policy of Integrated Community to review this policy no less than annually. The investment committee will review, make any recommendations for revision to the board; and adopted or amended accordingly.