



## Tahoe Donner Association Tahoe Donner Giving Fund Formation Document

Tahoe Donner Association is made up of a large population of members that have demonstrated commitment to the Truckee community and our surrounding environment. The Tahoe Donner Giving Fund is established by the Association as a vehicle to:

- Give Tahoe Donner members a simple, single vehicle for supporting the greater Truckee community with fully tax deductible contributions,
- Pool resources from Tahoe Donner members to increase the impact of grants,
- Obtain branding on grants to recognize Tahoe Donner member's support for the community.

### **Mission**

The mission of the Tahoe Donner Giving Fund (TDGF) will be to gather charitable contributions to be used in the greater Truckee area to support worthy causes in the fields of:

- Health and Human Services
- Environment, Conservation and Animal Welfare
- Education and Youth Development
- Arts and Culture

### **Organization**

TDGF will be organized as a non-endowed "Field of Interest Fund" under the Tahoe Truckee Community Foundation (TTCF), a qualified organization under IRS Code 501(c)(3) which means all contributions to TDGF will be fully tax deductible. TTCF will provide a variety of services to TDGF, including accounting, tax reporting, investments, disbursements, and assistance in grant making. As a Field of Interest Fund, TDGF will be subject to certain restrictions and rules established by TTCF to protect their status as a charitable organization.

TDGF will absorb the Tahoe Donner Charitable Fund (established by a TD Board of Directors resolution in 2007) that currently exists at TTCF and use it as a base to build upon. TDGF will also administer the existing Tahoe Donner Employee Scholarship Fund which will be closed to further contributions and disbursed as soon as practical whereupon it will be discontinued.

TDGF will be administered by a committee appointed by the Tahoe Donner Association Board of Directors. This committee will consist of five voting members ('Regular') and up to four non-voting members ('Alternate'). Alternate members may vote on grant awards. The committee will be known as the Tahoe Donner Giving Fund Operating and Grant Committee. It will follow the general rules for Board Committees of the Association, including one Board Member as a liaison and support from Association staff. The TDGF Operating and Grant Committee will be responsible for the following:

- Determine and execute a marketing plan for TDGF
- Plan and execute fund raising efforts
- Monitor fund investments and recommend percentages to be invested in short or long term vehicles.
- Create an annual operating plan and budget to support TDGF activities (Tahoe Donner Association will be reimbursed for staff and support of TDGF events). This budget will earmark an 'Operating Fund' for the year and is subject to Tahoe Donner Board and TTCF Board approval.
- Create and execute a grant process in conjunction with TTCF with the following guidelines:
  - Adhere to all TTCF grant requirements
  - Balance the amount of the current grant cycle with long term fund growth targets\*
  - Create a list of recommended grants for Tahoe Donner Board and TTCF Board approval
- Make an annual report to the Tahoe Donner Board of Directors on all activities and balance in the fund(s).

\*As a non-endowed Field of Interest Fund, TDGF does not have a specific target for long term growth and may, if it is determined to be in the fund's best interest, grant all of the fund (save for a \$10,000 minimum balance) in a given grant cycle. It may also target certain focused fund raising efforts such as a land purchase to protect sensitive environmental resources.

### **TDGF Operating and Grant Committee**

Initial staffing of the Committee will include the following TD Members:

- Marilyn Disbrow
- Joan Woodard
- Karolyn Gander
- Merle Fajans
- Irene King



### **Launch Timeline**

The following timeline will govern the launch of the Tahoe Donner Giving Fund:

- Complete the application to the Tahoe Truckee Community Foundation to set up a new Field of Interest Fund.
- Create an operating plan, a marketing and communication plan and budget by the September 2014 TD Board meeting.
- Implement the marketing and communication plan starting in October 2014 and begin fund raising/event planning for the summer of 2015.
- Execute the fund raising plan through Q3 2015.
- Execute first grant cycle in Q4 2015.