



CREWE

FOUNDATION

Program Guidelines

January 2022

CREWE

FOUNDATION

INTRODUCTION

Welcome to your Crewe Foundation Donor-Advised Fund (DAF). We are happy to help you accomplish your charitable giving goals in an effective and meaningful way. Crewe Foundation's flexible and efficient program will help you make impactful gifts to qualified charitable organizations and create lasting charitable legacies for generations to come.

Crewe Foundation's knowledgeable staff is prepared to guide you through the setup and funding process in the most tax-efficient way. Once established and funded, you will be able to recommend grants to your favorite charitable organizations and use your DAF as an effective planning tool to help you accomplish your charitable giving goals.

The Crewe Foundation Program Guidelines describes the donor-advised fund (DAF) program of the Crewe Foundation, as well as important policies, procedures, and benefits associated with establishing and maintaining a DAF account at Crewe Foundation. Crewe Foundation reserves the right to amend the Program Guidelines at any time.

All Crewe Foundation DAF account holders are required to attest that they have read these Program Guidelines and any updates thereof, and further agree to be bound by the terms and conditions of the Crewe Foundation. We look forward to working with you and helping to support your philanthropic efforts.

Contact Information

Contact our team with comments or questions:

Web: www.crewefoundation.org
Email: questions@crewefoundation.org
Phone: (385) 322-3400

Primary Mailing Address:
136 E. S. Temple, STE 2400
Salt Lake City, UT 84111

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About Crewe Foundation

Crewe Foundation is a tax-exempt public charity in sections 501(c)(3) and 509(a)(1) of the Internal Revenue Code. This public charity status allows you to receive the highest tax deductions allowed by the Internal Revenue Service. It also ensures that Crewe Foundation upholds the highest standards in philanthropy.

CHARITABLE MISSION

Our charitable mission is to financially sustain and empower charitable organizations and charitable efforts by helping donors become more efficient and impactful in their philanthropic giving. Together with you, we feel that we can make a difference to empower those most in need, in the most impactful way.

Our knowledgeable staff can help you navigate the complexities of charitable giving and help you give in the most efficient and tax-effective manner. Account setup and the funding of all types of assets will be overseen by our staff as they work with your trusted tax, legal and investment professionals.

You will find that our service and attention to detail are unmatched. You and the charitable organizations that you choose to support through your grants are the most important part of our charitable mission.

HOW DOES A DAF WORK?

A Donor Advised Fund (DAF) at Crewe Foundation is a charitable giving account that is overseen and administered by Crewe Foundation as the Sponsoring Charitable Organization.

Once a DAF is established at Crewe Foundation, your contribution of cash, real estate, public or closely-held stock, or any other asset is irrevocable and is a completed gift according to the IRS. In most cases, you will receive a dollar-for-dollar income tax deduction in the year that the asset is contributed based upon the asset's fair-market value. You then advise the DAF by recommending investments and grants to other public charitable organizations.

Your DAF is designed to exist in perpetuity and to become a family charitable legacy. There are no start-up fees or costs to establish a DAF with Crewe Foundation. The administrative

fee is based on the DAF account assets, which are valued annually.

Establishing a DAF Account

ACCOUNT SETUP PROCESS

Setting up a DAF account with Crewe Financial is simple and easy. Here is a step-by-step outline:

- **Step 1:** Complete and Sign the Account Setup Form
- **Step 2:** Review and Sign the Donor Advised Fund Policies and Guidelines
- **Step 3:** Crewe Foundation will then contact the appointed Charitable Investment Advisor and establish an investment account for your DAF
- **Step 4:** Fund your DAF by transferring cash or other assets
- **Step 5:** Crewe Foundation will then work with you to establish the grants process

PRIMARY AND JOINT CHARITABLE ADVISORS

If you are opening a DAF account, you will be listed as the Primary Charitable Advisor unless otherwise specified in the application. You may also list Joint Charitable Advisors if you desire to have multiple individuals make grant recommendations. Any Joint Charitable Advisor may make grant and investment recommendations at any time. The Primary Charitable Advisor may make changes to the Joint and Successor Charitable Advisors at any time. Primary and Joint Charitable Advisors must be at least 18 years old.

SUCCESSOR CHARITABLE ADVISORS

Your DAF is meant to be an ongoing charitable legacy. It is our desire to help your family or appointed successors even after you are gone. You may appoint a Successor Charitable Advisor or multiple Successor Charitable Advisors. The Primary Charitable Advisor may remove or change the Successor Charitable Advisor at any time.

Contributions to your DAF

DAF's can be the repository for many types of contributions, including gifts from credit cards and cash to privately held stock and real estate. Our staff will work with you and your professional advisors to help you determine the most tax-advantaged and effective method to fund your DAF.

The minimum initial contribution must be at least \$10,000. There is no minimum for subsequent contributions. Contributions to your DAF are fully tax deductible and are irrevocable in nature as defined by the Internal Revenue Code. Once a contribution is made to your DAF, it cannot be undone or taken back out for personal use of any kind. The funds contributed to your DAF are earmarked for charitable use only as defined in the Qualifying Grants section of this document. Listed below are the most commonly contributed assets and the process used for each in funding your DAF:

CASH

- All gifts of cash made to your DAF may be in the form of check, wire transfer or credit card. All checks should be made and mailed to:

**Crewe Endowment Foundation
FBO: (Your DAF Name)
136 E. South Temple, STE 2400
Salt Lake City, UT 84111**

- Credit Cards can be used by contacting Crewe Foundation directly or through your Donor Login on the Crewe Foundation website.
- Wire Transfers can be made by ACH and current instructions can be made on the Crewe Foundation Website.

PUBLICLY TRADED STOCK

Publicly traded securities, mutual funds, bonds and exchange traded funds (ETFs) may all be transferred to your DAF in kind into Crewe Foundation's brokerage account or directly to your DAF brokerage account. Please contact Crewe Foundation's staff in order to help you through the transfer process.

Some funds or shares may require additional time to complete the transfer. Crewe Foundation will likely liquidate the shares promptly, unless otherwise approved by Crewe Foundation. Please contact our staff regarding any contribution involving the contribution of any stock holdings that equate to more than 2% of any operating business.

RESTRICTED OR CLOSELY-HELD STOCK

The gift of restricted stock can be very advantageous to the donor, but it also requires proper planning to make sure that the gift qualifies and is properly transacted. Crewe Foundation can accept the gift and transfer of many types of restricted or closely-held stock.

Please contact our staff to help in the planning, approval, and transfer of these types of assets.

Special considerations are made for privately held stock if the stock is subject to Rule 144, 144A, 145, 701 or Regulation S and/or any other type of contract limitations. Our staff will work with your tax, legal and financial professionals to ensure that all transfers are done properly.

All stock certificates must be properly endorsed by all registered owners of the contributed assets. In case of transfer by mail, the effective date is the date when the signed certificate is postmarked. Otherwise, the effective date is the date the certificates are delivered to Crewe Foundation.

All closely-held stock will require proper review, acceptance and approval of Crewe Foundation before the transfer and acceptance of the gift.

EXCESS BUSINESS HOLDINGS

Pre-approval is required for the contribution of securities representing greater than 2% ownership of any operating business. contact a Crewe Foundation staff member. Additionally, an account cannot hold an interest in any operating business that represents greater than 20% of the ownership of the business—either alone or when taken together with the holdings of the primary Charitable Advisor, any Joint Charitable Advisor, any Successor Charitable Advisor (other than investment advisors), and/or certain family members or affiliates of such people. Pre-approval is also required for any contribution of a single security interest representing greater than 2% of Crewe Foundation's assets under management.

OTHER ILLIQUID ASSETS

There are many types of assets that can be very effective methods to fund your DAF. Gifts of real estate, restricted stock, alternate investments, structured notes, cryptocurrency and tangible personal property such as artwork and collectibles can all be contributed. Please contact Crewe Foundation for help in determining what will best accomplish your goals.

DEFERRED AND PLANNED GIFTS

Your DAF can be the recipient and beneficiary of many types of assets from your estate and can be a very effective planning tool. Your will or other testamentary vehicle can identify your

DAF with Crewe Foundation as a beneficiary and can include gifts such as:

- **Life Insurance Policies**
- **Brokerage Accounts that allow Transfer on Death Beneficiaries**
- **Retirement Plans such as IRA's and 401 (k) Plans**
- **Real Estate**
- **Closely-Held Business Ownership**
- **Charitable Remainder Trusts, Charitable Lead Trusts and other planned gifts**

We recommend that you always consult your legal and tax professionals when setting up any type of gift plan and especially when establishing Testamentary Gifts. As always, our Crew Foundation Staff will be there to help you and your professional advisors through the process.



Always consult with your legal and tax professionals when establishing a deferred or planned gift.

THIRD-PARTY CONTRIBUTORS

Anyone may make a contribution to your DAF. They may be eligible for the same tax benefits as contributing to any 501(c)(3) charitable organization for any type of contribution to your DAF. Third-Party Contributors must follow the same guidelines and policies as outlined in this document. Third-Party Contributors will not be authorized to recommend investments or charitable grants for your DAF.

CREWE FOUNDATION ACCEPTANCE

Each contribution is subject to review and approval by Crewe Foundation. Once accepted, all contributions to your DAF are irrevocable.

Income Tax Considerations

The following information is not intended as and should not be construed as legal or tax advice of any kind. Each donor should seek their own qualified tax and legal counsel regarding their specific tax situation. The following information relates to Federal tax levels only. It should also be noted that Federal tax regulations frequently change. Again, please seek your own tax advice from a qualified professional.

QUALIFIED APPRAISAL REQUIREMENTS

In order to properly claim income tax deductions (if itemizing) for gifts over \$5,000 each donor must obtain their own qualified appraisal for donated property other than publicly traded stock. Each appraisal must be accompanied by IRS Form 8283 and included with your Federal Income Tax Return. For additional requirements or questions, please contact your qualified tax professional.

ITEMIZED DEDUCTIONS

Long-term gain assets (assets held for more than one year) usually will generate larger tax deductions than those held short term. If held more than one year, the tax deduction will typically equal fair-market value. Assets held less than one year will usually only generate cost basis or fair-market value on the date contributed (whichever is lower of the two).

Many other considerations should be taken for specific types of assets as all are treated individually by the Internal Revenue Service. Please contact your tax and legal professionals to help you determine what assets will best help you accomplish your charitable goals.

LIMITATIONS FOR ITEMIZED DEDUCTIONS

Although deductions for gifts to your DAF are dollar for dollar based upon fair market value, the rate at which you can deduct gifts of cash cannot exceed 60% of adjusted gross income (AGI). The deduction limitation for any type of property held for more than one year is 30% of AGI.

Contributions that exceed the above annual AGI limitations can be carried forward and claimed for an additional five (5) years.

OTHER TAX CONSIDERATIONS

The DAF can be a very effective tool to help reduce your taxable income. Once assets have been contributed, they will be invested and grow tax free. This can greatly increase your gifting power and help those charitable organizations that you would like to support.

All contributions that are made to your DAF during your lifetime are not only generating income tax deductions, but in most cases, the assets contributed will also bypass capital gains tax at the time of sale and reinvestment as well as be removed from your taxable estate. This triple tax deduction of Income tax, capital gains tax and estate tax will help you and your loved ones create a charitable legacy that will last for generations.

Investment Policies

DAF accounts at Crewe Foundation benefit from a great deal of flexibility regarding investment recommendations. You may choose one of Crewe Foundation's three accounts, each based on a different investment style, where donated funds are pooled in effect by the 501(c)(3) and professionally managed by Crewe Advisors. Or, for accounts with a \$100,000 minimum contribution, you can recommend your investment advisor and have a privately managed account.

Crewe Foundation has sole fiduciary responsibility for investing its DAF assets and can adjust the makeup of investments or appoint new investment advisors, as applicable, at any time.

PRIVATELY MANAGED ACCOUNTS

(\$100,000 MINIMUM ACCOUNT VALUE)

If your initial contribution meets the account minimum, you have the option to create a privately managed investment account with your own recommended Charitable Investment Advisor. Crewe Foundation will work directly with your trusted investment Adviser to help you accomplish your philanthropic goals. If requested, Crewe Foundation can help by making recommendations to very trusted investment advisors that can help custom tailor the investments for your DAF. You can make a change to your appointed Charitable Investment Advisor at any time.

DONATED FUNDS POOLED BY CREWE FOUNDATION

Crewe Foundation provides a simple solution for donors that want some of the benefits of a privately managed investment account without the hassle. Crewe Foundation's accounts, where donated funds are pooled in effect by the 501(c)(3), cover a broad range of asset classes and investment styles to help donors potentially grow their DAF accounts. Lower fees and greater economies of scale may make this an attractive option regardless of account size.

Grantmaking

RECOMMENDING A GRANT

Crewe Foundation DAF holders and authorized Charitable Advisors are allowed grant recommendation privileges. Grants may be made to authorized charitable organizations only. Grant recommendations may be made online, by email, by phone or by submitting a completed Grant Authorization Form.

Crewe Foundation carefully reviews and verifies each charitable organization recommended for grants. If a grant recommendation is denied, Crewe Foundation will explain the reason why and do its best to find an alternative to help you accomplish your philanthropic goals.

Once grants are approved, grant checks along with an accompanying letter identifying your DAF account and intended purpose is then sent to the recommended charitable organization typically within 3 – 5 business days. Grants for international organizations require a different set of verification, take longer to process and are dependent upon responsiveness from the international charitable organization. Grants made directly before a holiday or grants that will terminate a DAF account may take additional time to process.

ELIGIBLE GRANT RECIPIENTS – QUALIFIED CHARITIES

Your DAF can only make grants to other qualified charitable organizations that are tax-exempt under the Internal Revenue Code Sections 501(c)(3) and classified as public charities under Section 509(a)(1), (a)(2) and (a)(3) of the Code, except certain 509(a)(3) supporting organizations. Private Operating Foundations identified under Section 4942(j)(3) of the Code and units of the government described in Section 170(c)(1) of the Code are also eligible.

INELIGIBLE GRANT RECIPIENTS

Any organization that is not described in 501(c)(3) of the Code defined under Section 509(a)(1), (a)(2) and some types of 509(a)(3) are not eligible for charitable grants. Grants are not eligible for the following:



- 1. Individuals**
- 2. Private non-operating foundations**
- 3. Type III Supporting Organizations**
- 4. Political campaigns, political candidates or organizations that support lobbying activities**
- 5. Dues, membership fees, tuition, items from charitable auctions, personal pledges**
- 6. Gala or events where part of the admission payment pays any part of the cost of the table or event or any split interest payments or gifts**

INTERNATIONAL GRANTS

Grants to international charities are approved on a case by case basis. Additional information and due diligence is required to make grants internationally. These grants, if accepted, require an agreement with the foreign charitable organization, monitoring and ongoing reporting. Crewe Foundation charges an additional amount, assessed from your DAF, in order to carry out grants internationally.

DONOR RECOGNITION

When making a grant, you may decide if you would like to be recognized by your DAF name or if you would like the grant to be anonymous. You may also make the grant in memory of another individual.

Crewe Foundation will never release your name or contact information to anyone without your consent. Crewe Foundation sends all DAF grants directly to the charitable recipients.

Donors are not allowed to hand deliver checks from a DAF account.

GRANT MINIMUMS

The minimum amount for any single grant is \$250. Grants can be made in any increments above the minimum amount.

RECURRING GRANTS

At times there may be charitable organizations that you would like to grant funds to on a regular basis. You may establish any grant to recur on a monthly, bi-monthly quarterly, semiannually or annual basis. Recurring grants can be set for a specific time period or discontinued at any time.

MINIMUM ACCOUNT ACTIVITY

It is recommended that 5% of your DAF account value should be given annually to charitable organizations that you recommend. However, at least one \$250 minimum grant should be made every three years in order to remain active. If an account is not averaging 5% in charitable grants annually, please notify Crewe Foundation about your charitable giving plans. If an account remains inactive for five years or more, Crewe Foundation will attempt to contact your listed Charitable Successor Advisor. If unsuccessful, Crewe Foundation retains the right to grant your entire DAF account balance in accordance with the account's grant history or to Crewe Foundation's charitable fund.

TAX TREATMENT OF GRANTS FROM DAFs

When a sponsoring DAF program makes grants from your DAF based on your recommendations, they are technically granting their own assets. As such, there are no additional charitable tax deductions to be claimed by the donor. Donors receive all tax deductions at the time of contribution to the DAF account.

DAF Account Reporting

DONATION RECEIPTS

Each time you contribute to your DAF account, you will be provided with a detailed donation receipt for tax purposes. Donation receipts will be stored online in your account for future reference.

ACCOUNT REPORTS

DAF accounts will generate a quarterly report. Each report

will contain your DAF account balance, grant activity, and suggested remaining balance for the calendar year to reach your recommended 5% grants. All reports will be stored online in your account for future reference. Should you have questions or concerns about your DAF account, call our support staff at any time.

Fees and Expenses

CHARITABLE ADMINISTRATION FEE

Crewe Foundation charges an annual charitable administration fee, paid quarterly at the beginning of each quarter, to each DAF account. This fee helps us in the administration of your DAF account. Crewe Foundation provides the following ongoing services for your DAF:

- Gift Planning
- Grantmaking
- Audits
- Tax Filing
- Quarterly Statements
- Legal and Fiscal Oversight
- Compliance

CHARITABLE ADMINISTRATION FEE SCHEDULE

**This fee schedule pertains to DAF accounts only. Pricing for Supporting Organizations, Charitable Trusts and other advance gift plans follow a different fee schedule. Contact a Crewe Foundation specialist for fee information regarding other plan types.*

In the event that 95% or more of all assets contributed to a DAF are distributed during the first 12 months, Crewe Foundation reserves the right to charge the DAF a short-term fee equal to \$750 or 2 percent of the initial contribution to the DAF, whichever is greater.

Other Information

ENTIRE AGREEMENT

The Terms and Conditions set forth the entire agreement between you and Crewe Foundation. The Terms and Conditions of this agreement fully supersede any prior agreements or understandings between you and Crewe Foundation. You acknowledge that neither you nor anyone

acting on your behalf has relied on any representations,

DAF ASSET VALUE	ANNUAL FEE
First \$500,000	0.85% of Assets
Next \$ 1,000,000	0.65% of Assets
Next \$2,500,000	0.45% of Assets
Next \$ 1,000,000	0.35% of Assets
Above \$5,000,000	0.30% of Assets

promises or agreements of any kind made to them in connection with the decision to make a donation or open a DAF account with Crewe Foundation, except for those set forth in these Terms and Conditions.

NOT LEGAL OR TAX ADVICE

The Program Guidelines describe and outline information that is general in nature and should not be construed as legal or tax advice. Crewe Foundation does not provide legal or tax advice. Any information contained in this document is not intended or written to be used, and cannot be used, for the purpose of avoiding tax penalties under the Internal Revenue Code. Information was provided regarding federal tax information; each state may vary on the deductibility of charitable gifts. Crewe Foundation strongly recommends that you CONSULT AN ATTORNEY OR TAX PROFESSIONAL about your specific situation.

INDEMNITY

You agree to indemnify and hold harmless Crewe Foundation, its affiliates, subsidiaries, and related companies, its service providers, and all of their respective officers, directors, employees, legal representatives, agents, successors and assigns, from and against any claims, damages, liabilities, costs and expenses (including reasonable attorneys' fees and court costs) arising out of or related to your use of the Site or any breach by you of this Agreement.

Governing Law

These Crewe Foundation Program Guidelines and all other Crewe Foundation Agreements shall be governed by the laws of the State of Utah. All contributions made to Crewe Foundation or its related entities are intended to be administered and managed in the State of Utah.

Acknowledgement

I acknowledge that I have read and understand the information contained in these Program Guidelines and agree to follow the terms outlined herein.

I understand that any donation that I make to Crewe Foundation represents a completed, unrestricted, charitable gift and is not refundable to me.

SIGNATURE

DATE

SIGNATURE

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www.crewefoundation.org