

## **The Solar Foundation GIFT ACCEPTANCE POLICY**

### **PURPOSE**

This policy serves as a guideline for The Solar Foundation (hereafter known as TSF) staff, board members, volunteers, outside advisors' who assist in the gift planning and solicitation process, and prospective donors who wish to make gifts to TSF of unrestricted, restricted and endowment funds. TSF actively solicits gifts and grants to further its mission. As gifts can encourage others to give or do the opposite, this gift acceptance policy is intended only as a guide and allows for flexibility on a case-by-case basis.

### **GUIDELINES**

1. The President of TSF, the Deputy Director, Senior Director of Strategy and Innovation, and any Board members, or staff of TSF so designated, have authority to solicit and/or accept gifts on behalf of TSF.
2. The Chairperson of TSF may establish a Gift Review Committee responsible for recommending whether or not TSF should accept proposed gifts. The Committee shall consist of no less than three members from the Board of Directors and staff.
3. The Gift Review Committee may consider each gift according to its intended use, restrictions, liabilities and financial impact on TSF, now and in the future. Only gifts, bequests, devises, endowments, trusts and similar funds that are designated for the use of TSF consistent with the stated goals and mission of TSF will be considered for acceptance.
4. The Executive Director or gift solicitor will refer to the Gift Review Committee, before acceptance, gifts that are given with unusual restrictions or designations, have the potential of jeopardizing the tax-exempt status or violating TSF policies, local, state or federal laws.
5. The Gift Review Committee will revisit the gift acceptance policy on an annual basis to ensure it meets the needs of the organization and update as needed

## TYPES OF GIFTS

### CASH

- TSF, regardless of amount, shall accept all gifts by cash, credit card, or check.
- Checks shall be made payable to TSF, unless otherwise specified. In no event shall a check be made payable to an individual who represents TSF.

### PERSONAL PROPERTY

- Gifts of tangible personal property to TSF should have a use related to TSF's exempt purpose.
- Gifts of jewelry, artwork, collections, equipment, and software shall be accepted with approval by TSF. Other matters that will be taken into consideration by TSF before deciding on acceptable gifts of personal property include: transportation cost; storage cost; cost of selling; cost of maintenance and repairs; location of property; cost of insurance.
- Such gifts of tangible personal property defined above shall be used by or sold for the benefit of TSF.
- Depending upon the anticipated value of the gift, TSF shall have a qualified outside appraiser value the gift before accepting it.
- TSF adheres to all IRS requirements for disposing gifts of tangible personal property and filing appropriate forms.
- The Gifts Review Committee will review gifts of real estate.
- The donor is responsible for obtaining an appraisal of the property, unless otherwise determined by TSF.
- A member of the Gifts Review Committee must conduct a visual inspection of the property. If the property is located in a geographically distant area, a local real estate broker may substitute for a member of the Committee in conducting the visual inspection. TSF may also require an environmental site assessment including Title V status for possible contamination, (i.e., leaking underground storage tanks) or other restrictions (i.e., wetlands).
- Due to the expenses associated with gifts of real estate, only gifts valued in excess of \$10,000 will be accepted.
- Prior to presentation to the TSF Board, the donor must provide the following documents: real estate deed; real estate tax bill; plot plan; substantiation of zoning status; environmental site assessment.
- If the donor is giving a life estate gift, the donor may be asked to pay for all or a portion of the following: maintenance cost; real estate taxes; insurance; real estate broker's commission and other costs of sale; appraisal costs.
- If the real estate is an outright gift, TSF will pay for these costs.
- For TSF's gift crediting and accounting purposes, the value of the gift is the appraised value of the real estate, excluding any costs to TSF for insurance, real estate taxes, broker's commission, or other expenses of the sale.
- Properties with mortgages will be considered on a case-by-case basis. Consideration may include an independent appraisal and the mortgage percentage.

## PUBLICLY TRADED SECURITIES

- TSF can accept readily marketable securities, such as those traded on a stock exchange.
- Gift securities are likely to be sold immediately by TSF.
- For TSF's gift crediting and accounting purposes, the value of the securities is the average of the high and low on the date of the gift, in accordance with IRS regulations.

## CLOSELY HELD SECURITIES

- Gifts of closely held corporate stock would be carried on TSF's books at \$1 in the absence of financial information that would enable determination of book value.
- Such securities will be carried at book value until audited financial statements are provided to TSF so that book value can be substantiated, or the donor provides a qualified appraisal in compliance with IRS regulations.
- An appraisal of securities may be conducted under the direction of TSF to determine both value and potential for sale.
- Gifts of securities that require a holding period will be accepted and sold when the holding period has expired.
- Gifts of securities that will not be accepted include: securities that are assessable or in any way could create a liability to TSF; securities that, by their nature, may not be assigned (such as "S" corporation stock); securities that on investigation have no apparent value.

## PLANNED GIFTS AND MEMORIALS

- The staff and volunteers shall encourage assets transferred through bequests that have immediate value to TSF, or that can be liquidated. Gifts that appear to require more cost than benefit shall be discouraged or rejected.
- TSF may accept and administer bequests and memorials designated for specific purposes.

## ADMINISTRATIVE ISSUES

- TSF and its staff shall not act as an executor (personal representative) for a donor's estate.
- TSF may act as co-trustee of a charitable trust when the trust names TSF as a beneficiary of 50% or more of the trust.
- TSF will pay for the drafting of legal documents for a charitable remainder trust of which TSF is named as a beneficiary of 50% or more of the trust. The donor's own counsel must review the documents at the donor's cost.
- Terms and conditions must be agreed upon before an endowment is established; therefore, contact with TSF's Executive Director for appropriate documentation is required.
- In accordance with TSF's Investment Policy, a minimum contribution is required to establish a named endowment.
- For restricted and endowed funds, if future circumstances change, or the donor fails to fulfill his pledge obligation, or the purpose for which the fund is established becomes illegal, impractical, or no longer meets the needs of TSF may designate an alternative use in the spirit of the donor's original intent for the gift to further the objectives of TSF.

***Adopted by The Solar Foundation's Board of Directors on September 20, 2016. This policy is to be reviewed annually by The Solar Foundation's Board.***