

# ADVISED GRANT MAKING USERS GUIDE



600 California Street, 11th Floor, San Francisco, CA 94108, USA  
[www.give2asia.org](http://www.give2asia.org)  
Copyright © 2016 Give2Asia

# ADVISED GRANT MAKING

## INTRODUCTION

Give2Asia's expert network of staff and advisors throughout Asia makes it possible for donors to reach almost any community and support a wide a range of causes. With its Advised Grant Making services, Give2Asia handles all the legal requirements of grant making while providing donors with an effective way of achieving their philanthropic goals.

### **World-class Due Diligence**

Give2Asia has a local presence in each country it serves and understands the local context, laws and best practices. A key part of Give2Asia's work is its thorough Due Diligence on every charitable group identified for grant making. Give2Asia tracks every grant from start to finish and provides a clear report on the impact donors have made with their giving.

### **Exclusive Focus on Asia**

Since 2001, Give2Asia has worked to help communities in Asia thrive. Give2Asia's mission is to make philanthropy a powerful lever for developing sustainable, local programs with clear accountability and measurable results.

### **Scaleable**

A donor may start their international philanthropy with one grant. As they see the impact of their giving, many will choose to expand their efforts. Give2Asia can scale with donors to help them broaden their impact, reach more communities, and to better understand the effectiveness of their giving.

### **Benefits of Advised Grants**

An Advised Grant is a grant made by Give2Asia based on the advice of a donor. Donors to Give2Asia securely and effectively support charitable groups overseas by making a gift to Give2Asia, while Give2Asia meets all of the legal and financial responsibilities for sending charitable assets overseas. Give2Asia helps donors focus on creating impact by taking care of the administrative work to ensure grant making is handled properly.

### **How to Start**

Donors can get started by completing and submitting an Advised Grant Agreement (AGA). The AGA informs Give2Asia of what group or project the donor wishes to support. Give2Asia can quickly establish an account and start a Due Diligence Review of the grant recipient that was recommended by the donor. Once an Advised Grant has been made, Give2Asia will monitor the grant activity and report back to the donor on the completion of the project.



# CHARITABLE CONTRIBUTIONS

## OVERVIEW & POLICIES

Give2Asia's expert network of staff and advisors throughout Asia makes it possible for you to make tax-deductible contributions to Give2Asia to fund charitable projects across the Asia-Pacific region. Contributions may be made by individuals, families, corporations, foundations, donor advised funds, or from other vehicles such as charitable trusts. All contributions are subject to the following Contribution Policies.

### I. GIVE2ASIA ADVISED GRANTMAKING AGREEMENT (AGA)

The Give2Asia AGA initiates your personalized grant-making account. Use the AGA to establish your preferences with Give2Asia and initiate your first advised grant. The agreement, available at [www.give2asia.org](http://www.give2asia.org), asks for basic donor information; the type, amount and purpose of your first gift; acknowledgement and identification preferences; and a description of the donated assets. In addition, the form is used to initiate a Due Diligence Review in order to qualify a charitable organization in Asia as a new Give2Asia grant recipient.

### II. GIVE2ASIA GIFT FORM

Additional contributions for Advised Grant Making require a Gift Form, also found at [www.give2asia.org](http://www.give2asia.org).

### II. CONTRIBUTION POLICIES\*

The following policies govern all gifts to Give2Asia.

1. *Approval of Contributions:* Give2Asia reserves the right, at its sole discretion, to decline an offered contribution for any reason. Contributions not accepted will be returned to the donor without interest as soon as is practical and are not eligible for a U.S. tax deduction.
2. *Donor Eligibility:* Individuals, corporations, private foundations, community foundations, donor advised funds, trusts, and estates may make contributions to Give2Asia. Give2Asia's Board of Directors may review contributions and reserve the right to decline the contribution of any donor at its sole discretion.

---

\* Grants and funding offered by Give2Asia and the policies and guidelines described in this Users Guide are subject to the provisions of Give2Asia's Articles of Incorporation and the approval of the Give2Asia Board of Directors. Give2Asia's Board of Directors reserves the right to modify the terms and conditions of its Articles of Incorporation and this Users Guide at any time.



3. *Contributions Are Irrevocable and Unconditional:* Once Give2Asia accepts a contribution, it is irrevocable and unconditional. It is not refundable to the donor for any reason and the assets are owned and held by Give2Asia. The donor may not impose any restrictions or conditions on contributions that prevent Give2Asia from freely and effectively using the gift in furthering its mission to support charitable activities in Asia or exercising discretion and control of contributions intended for Advised Grant Making.
4. *Contributions May Not Fulfill a Pledge to the Recommended Charity:* Grants recommended by donors, if distributed, may not fulfill a pre-existing pledge to the recommended charity.
5. *Contributions May Not Confer Any Private Benefit:* A donation may not result in the donor, or any of the donor's family or constituents, receiving private benefit from a gift, such as any goods, services or profit from the charitable organization receiving a grant.
6. *Contributions May Not Be Used as a Bribe or Kickback:* Donations and grant recommendations may not be authorized, promised, or offered in connection with any bribe or kickback, or in violation of the U.S. Foreign Corrupt Practices Act of 1977, as amended, or the anti-corruption laws of any country.
7. *Types of Accepted Assets:* Give2Asia accepts the following types of assets:
  - Cash: Cash contributions must be delivered by check, credit card, direct transfer from a brokerage account, electronic funds transfer or wire.
  - Publicly Traded Securities: Give2Asia will accept most publicly traded securities, including stocks, most mutual fund shares, and bonds. Prior to making a contribution of publicly traded securities to Give2Asia, please complete and sign the Give2Asia Gift Form, available at [www.give2asia.org](http://www.give2asia.org).
  - Restricted Stock: Restricted stock may be accepted by Give2Asia subject to the marketability of the securities and the approval of the issuer concerning the sale of such securities. In the event that such approval is denied, or in the event that the securities cannot be sold for any reason within a reasonable time period, as determined by Give2Asia, the contribution will not be accepted and the securities will be returned to the donor.
  - Online Credit Card Donations: Contributions may be made to an existing fund by credit card (Visa, MasterCard or American Express) through the Give2Asia website. To make a donation online go to [www.give2asia.org](http://www.give2asia.org) and select the fund of your choice. There is a processing fee charged by the credit card companies (approximately 3 percent) that reduces the amount of the actual gift credited to the account.

- Other Assets: Give2Asia does not typically accept in-kind donations. Under special circumstances, Give2Asia may consider donations of assets, such as real estate, other than those described above.
8. *Effective Date of Donation*: The effective date of a charitable gift can be particularly significant when contributions are made close to the end of a calendar year. It is the donor's responsibility to ensure that contributions are received by Give2Asia within the tax year desired.
- Checks: Contributions made by check are deemed effective upon the unconditional delivery of the check. In the case of a delivery by US mail, the contribution is effective on the date it is postmarked. Checks coming from outside the United States should be sent by an overnight express delivery service so that the gift can be tracked.
  - Credit Card: Contributions made by credit card are effective on the date the charge is made.
  - Direct Transfers from Brokerage Accounts and Wire Transfers: Contributions made by direct and wire transfer are effective on the date the funds are received in Give2Asia's account.
  - Marketable Securities: The effective date of contributions of marketable securities depends on whether such securities are held in certificated or uncertificated form.
    - *Certificated Securities*: The contribution is effective when the donor makes unconditional delivery of properly endorsed certificates to Give2Asia. In the case of a contribution by US mail, the effective date is the date on which the securities are postmarked. It is recommended that securities be sent by overnight express delivery service.
    - *Uncertificated Securities*: Contributions of securities held in "street name" are effective on the date the transfer is irrevocably credited to Give2Asia's account. A donor's instruction to his or her broker to make a transfer of uncertificated securities to Give2Asia does not make the contribution effective for tax purposes.
    - *Restricted Stock*: Contributions of restricted stock are generally subject to issuer approval. Gifts of such restricted securities will be considered complete only when issuer approval is received.
9. *Valuation and Receipting*: Give2Asia will provide a written confirmation of each accepted contribution with an acknowledgment of the amount of a cash contribution and, in the case of securities or other non-cash assets, a description of the contributed assets. Give2Asia does not value securities or other non-cash contributions. US tax laws place the responsibility on the donor to determine the value of contributed non-cash assets or property for tax purposes. All contributions will receive an acknowledgement letter that serves as a receipt for tax purposes.

10. *Liquidation of Non-Cash Contributions:* Give2Asia does not hold marketable securities or other non-cash contributed assets, and will sell such assets immediately upon receipt. A confirmation letter will be sent after a non-cash contribution has been received, accepted, and liquidated. The amount of the contribution available for granting may differ from the amount of the donor's tax-deductible contribution because of differences in the timing between effective receipt and liquidation.
11. *US Tax Deductibility:* Because Give2Asia is a US 501(c)3 public charity (Federal identification number #94-3373670), donors receive the maximum tax deductibility benefit on contributions. Individual donors are eligible for an itemized US federal tax deduction for cash contributions of up to 50 percent of adjusted gross income (AGI) in the tax year in which the contribution is made. Deductions for contributions of appreciated securities held for more than one year are limited to 30 percent of AGI. Excess amounts may be carried forward and deducted over a five-year period following the year of the contribution. State income tax deductions for charitable gifts are not necessarily the same as federal income tax deductions. Please contact your tax advisor in advance of a gift to determine the most advantageous way to structure your contributions and assess your actual US and state tax deductibility limits.
12. *Planned Giving:* Give2Asia can be the beneficiary of your will, or a beneficiary of a charitable remainder trust or charitable lead trust, IRA assets, insurance policies or other assets. Please contact Give2Asia staff to discuss your particular needs.

# ADVISED GRANT MAKING POLICIES & PROCEDURES

Give2Asia follows established grant-making procedures that begin with project research and recommendation, and end when Give2Asia is satisfied that the grant recipient has completed the project and has fully reported back on the results.

## I. PROCESS OVERVIEW

### *Request*

---

You make the Grant Recommendation  
Give2Asia conducts Due Diligence and determines eligibility

### *Approval*

---

Grant is approved by Give2Asia Board of Directors  
Give2Asia enters into a grant agreement with the recipient

### *Disbursement*

---

Grant is disbursed  
You receive confirmation of the grant  
Give2Asia monitors grant's progress  
Recipient reports on the grant

### *Monitoring & Reporting*

---

You receive a grant summary from Give2Asia  
Grant completed



## II. STEP-BY-STEP POLICIES & PROCEDURES

1. *Grant Eligibility:* In general, the following types of organizations and activities are eligible:
  - Qualified charitable organizations in Asia that are properly registered and administered in compliance with the laws of the country in which they operate.
  - While Give2Asia primarily grants to organizations based in Asia, nonprofits operating programs benefiting Asia that are not based in Asia will be considered on a case-by-case basis.
  - Specific programs with a defined charitable purpose conducted by governmental or for-profit entities. Unrestricted grants to governmental or for-profit entities are not permitted.
  - Charitable activities of religious organizations. However, activities that involve proselytizing are not eligible.
  
2. *Grant Limitations and Restrictions:* In general, Give2Asia will not approve a grant recommendation that:
  - Provides a private benefit, including any goods or services, to the donor or family member;
  - Supports lobbying, political campaigns or other political activities;
  - Is used to discharge or satisfy a charitable pledge or obligation that is legally enforceable against the donor or any other persons;
  - Covers project costs incurred by the grantee prior to the approval of the grant;
  - Pays for goods or services of value received by the donor, their family or their constituents;
  - Is to a private foundation or organization controlled by the donor;
  - Is to an individual or family, as opposed to a charitable organization;
  - Is to be used for any purpose that is not entirely charitable;
  - Is to an organization that fails to meet our standard Due Diligence requirements (please see [www.give2asia.org/ag-resources](http://www.give2asia.org/ag-resources) for more details) ; and/or
  - Requires purchase of goods or services provided by the donor.
  
3. *Due Diligence:* Prior to the approval of any grant, Give2Asia must establish the recipient's eligibility as a qualified charitable organization and assess its capacity to receive and account for grant funds. When a grant recommendation is made for a grant recipient not yet approved by Give2Asia, the recipient is asked to complete a Grantee Eligibility Application, which is reviewed by staff in the US and Asia. Give2Asia examines each new recipient to assess its charitable purpose and programs, legal status, the soundness of its management and governance practices, its financial management

capacity, and its compliance with US anti-terrorist financing guidelines. A site visit may be made by in-country staff if required. The due diligence process usually takes 4 to 8 weeks, but timing can vary greatly based on the responsiveness of the organization.

4. *Give2Asia Board of Directors Approval:* All grant recommendations are subject to review and approval by the Give2Asia Board of Directors prior to disbursement. Give2Asia maintains a flexible approval structure to expedite the disbursement of grants to approved organizations. Once an organization has passed Due Diligence review and a grant is ready to be made, the organization and project details will be submitted to the Board of Directors or its appointed representative for approval. If a recommended charity and project do not qualify, or the grant recommendation is otherwise unacceptable, Give2Asia shall decline to make the grant. Give2Asia will immediately notify the donor to discuss alternatives or to propose ways in which a suggested grantee may become eligible.
5. *Grant Agreement and Disbursement:* Following grant approval, Give2Asia enters into a written agreement with the grantee that spells out the terms of the grant, which include the specific permitted and prohibited uses of the grant funds, and the stipulation that unused funds will be returned to Give2Asia. The grant agreement identifies the person at the organization responsible for the implementation of the grant and details how the funds will be transferred. The grant agreement recognizes the donor or the name of the donor's Give2Asia Fund unless the donor wishes to remain anonymous. Upon execution of the grant agreement, the funds are disbursed to the organization. Give2Asia transmits grants to organizations in Asia primarily by wire transfer. Donors may not act as intermediaries in the delivery of grants.
6. *Grant Notification and Transmission:* The donor will receive email confirmation of all grants distributed as a result of his or her recommendations. For grants made from a donor's Give2Asia Fund, disbursements are made by withdrawing funds on a pro-rata basis from each investment pool.
7. *Monitoring and Reporting:* Give2Asia field staff monitors the grantee during the grant period to assure that the project is on target and meeting its goals. At the end of the grant period, the grantee submits a final report to Give2Asia, which contains a narrative of its achievements and a financial report demonstrating that the grant funds were expended in accordance with the grant agreement. Give2Asia will notify corporate donors of the completion of the grant project and provide a report based on the level of service agreed to between Give2Asia and the corporation.

# ADVISED GRANT MAKING ACCOUNT MANAGEMENT POLICIES

Give2Asia follows a specific set of policies when managing donations that are intended for Advised Grant Making.

1. *Gift Acceptance and Receipt:* Gift acceptance and receipt of contributions to Give2Asia are governed by Give2Asia's contribution policies as outlined within this Users Guide.
2. *Minimum Initial Contribution and Balance:* There is no minimum contribution and no minimum balance at Give2Asia. There are minimum fees for Advised Grant Making as outlined in Give2Asia's Pricing at [www.give2asia.org](http://www.give2asia.org).
3. *Advised Grant Agreement & Gift Forms:* Before making an initial contribution for Advised Grant Making, a donor must complete an Advised Grant Agreement (AGA) found at [www.give2asia.org](http://www.give2asia.org). Additional contributions for Advised Grant Making should be accompanied by a completed Gift Form, also available at [www.give2asia.org](http://www.give2asia.org).
4. *Naming Accounts:* Donors opening an account at Give2Asia may choose the name of the account as long as it does not match the name of another existing account. The account name will be identified in communications between you and Give2Asia, as well as external communication to grantees, as well as other donors and stakeholders. For example, the account may be named for you or your family, or to establish a broad charitable purpose, e.g., "The Fund for the Education of Girls in China."

NOTE: The term "Foundation" indicates a specific legal entity, and should not be used as part of the account's name unless you have a separate registered foundation related to the account.

5. *Donor Advisors and Successors:* A Give2Asia account may have up to two named Donor Advisors who have equal powers. Donor Advisors are the parties authorized by Give2Asia to make grant recommendations from the account, as well as to change its preferences.

For individual or family donors, Donor Advisors may name up to two successors after the death of the original advisors. Successors may be anyone the initial advisors choose, such as a spouse, child, sibling, other family member, friend, or professional advisor. When two original Donor Advisors are named, succession applies only after the deaths of both the original Donor Advisors. Donor Advisors may choose to name Give2Asia or one or more



Asia-based charitable organizations as the recommended beneficiary of the account upon the death of all named Donor Advisors and successors.

6. *Group Authorities:* If a Give2Asia account is established by a group of individuals or family, two people may be designated as Donor Advisors who have the authority to recommend grants from that account.
7. *Reporting:* Give2Asia provides access to an online portal that provides up-to-date information on the account balance and advised grants.
8. *Limitations on Fund-Related Expenditures:* Give2Asia policies and US law prohibit:
  - The payment of compensation, loans, expense reimbursements and similar expenses from a Give2Asia account to a donor, Donor Advisor, or any person related to the donor or Donor Advisor.
  - Excess Benefit Transactions\* between Give2Asia accounts and donors/Donor Advisors and between sponsoring organizations and investment advisors.
9. *Changing Your Preferences:* The Donor Advisor(s) may change any of the designations of the account, including account name, advisors, successors, and financial advisors by submitting an updated AGA (see #3).
10. *Minimum Fund Activity:* To achieve Give2Asia's goal of promoting philanthropy to Asia, Give2Asia's Board of Directors has set a minimum total annual grants distribution of 5 percent of the aggregate net assets held at Give2Asia across all donor accounts. If this overall minimum is not met, Give2Asia will contact Donor Advisors to request that they recommend grants. If Give2Asia does not receive sufficient grant recommendations from underactive accounts within 60 days, it reserves the right to grant assets a donor's account to support Give2Asia's services in order to bring the total annual aggregate disbursements up to the 5 percent minimum.
11. *Abandonment of Funds:* Donor Advisors are responsible for keeping Give2Asia informed of address changes and changes in contact information.
  - If Give2Asia is unable to contact any Donor Advisor to a fund after a period of three years, and there have been no contributions or grant recommendations by the

---

\* The term "Excess Benefit Transaction" means any transaction in which an economic benefit is provided by an applicable tax-exempt organization directly or indirectly to or for the use of any disqualified person if the value of the economic benefit provided exceeds the value of the consideration received for providing such benefit. (26 USC 4958)

designated Donor Advisors during that period, Give2Asia reserves the right to transfer the assets from the account at its own discretion.

- For any accounts set up by donors to address a specific disaster, if Give2Asia is unable to contact a Donor Advisor after a period of six months, and there have been no contributions or grant recommendations by the designated Donor Advisors during that period, Give2Asia reserves the right to transfer the assets from the account at its own discretion to support disaster response.

12. *Account Closure*: Accounts may be closed upon the written request of all Donor Advisors to an account following disbursement of all contributions in the account. Accounts will automatically close if there is a zero balance and there has been no activity for the preceding 12 months.

# PRICING

## FOR OUR CHARITABLE WORK

### ADVISED GRANTS

#### Pricing

<i>For Grants Below US\$10,000</i>	US\$1,000
<i>For Grants Above US\$10,000:</i>	
First US\$50,000 of grant	10.0%
Next US\$150,000 of grant	7.0%
Next US\$300,000 of grant	3.0%
After the first US\$500,000	1.0%

### GIFTS TO FUNDS

#### Pricing

<i>Minimum Gift Amount</i>	<i>No minimum</i>
First US\$100,000 of gift	7.0%
Next US\$400,000 of gift	3.0%
After the first US\$500,000	1.0%

### DUE DILIGENCE

#### Pricing

First-time Review	US\$1,500*
Renewal Review (after 3 years)	US\$1,000

### FISCAL SPONSORSHIP

#### Pricing

<i>Set-Up Fee**</i>	<i>US\$1,000</i>
---------------------	------------------

\*Due Diligence for Pakistani grantees may require an additional \$1,000 fee to ensure compliance with the Pakistani government.

\*\*Includes Due Diligence review for new grant recipients.

***All pricing is subject to change at Give2Asia's discretion.***

