

Donor Advised Fund (DAF) Program Guidelines

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DONOR ADVISED FUND (DAF) PROGRAM GUIDELINES

I. INTRODUCTION TO GIVEWISE

We are grateful you have chosen to facilitate your charitable giving through GiveWise Foundation Canada ("GiveWise") and congratulate you on the impact you will be making in the world. These Program Guidelines set forth an overview of the policies and procedures for establishing a Donor Advised Fund ("Giving Fund") and the terms and provisions governing the administration of each Giving Fund.

GiveWise aims to deliver a trusted and inspiring giving experience through a simple and widely accessible platform. GiveWise is empowering people of any means to be intentional and informed donors, see the effective change they create, and experience joy with their giving.

All activities of GiveWise and all participation by donors are subject to these Donor Advised Fund (DAF) Program Guidelines and the policies referenced within the Gift Acceptance and Valuation Policy, Investment Policy Statement, and Terms & Conditions, which can all be viewed at www.givewise.ca under the Policies & Documents section.

All prospective donors should consult their legal, accounting, and/or tax advisors regarding any implications of participation in GiveWise.

GiveWise Foundation Canada is a Canadian Registered Charity #70103 2526 RR 0001.

II. ESTABLISHING A GIVING FUND

1. **What is a Giving Fund** - A Giving Fund is a charitable giving account designed to invest, grow, and give assets to charities for meaningful and lasting impact. Once funds are contributed, they are non-refundable, and the donor receives an immediate tax receipt.
2. **Getting Started** - A GiveWise Giving Fund can be opened quickly with no cost. Simply visit www.givewise.ca. Contributions can be made during or after account opening.
3. **Determining User Name** – The User Name is the name that appears on the tax receipt. Since all tax receipts must match the source of funds, a Giving Fund can be created in a personal name or business name.
4. **Determining Fund Name** - While establishing a Giving Fund, you will also have the option to assign a Fund Name, which allows for more flexibility and personalization than the User Name. The Fund Name will be included on all grant letters to charities, along with the User Name. As an example, you have the option to name your Giving Fund "Our Family Giving" or "The Family Memorial Fund."
5. **Ownership** - All contributions into a Giving Fund are irrevocable and non-refundable. The GiveWise Board of Directors has ultimate authority and control over all Giving Funds. Each Giving Fund is reflected and recorded as a component fund and is separately identifiable.

III. **CONTRIBUTIONS TO GIVING FUND**

There is no minimum balance required to maintain a Giving Fund. Donations (referred to as “contributions”) may be made from individuals, donor advised funds, trusts, estates, and other foundations.

Contributions to your Giving Fund are irrevocable when received and accepted by GiveWise, which retains exclusive legal control over contributions.

For full details on regulations and guidelines for contributions, please reference the [Gift Acceptance and Valuation Policy](#).

1. **Contribution Acknowledgement & Valuation** - All accepted contributions will be acknowledged with an email notification and an official tax receipt will be available immediately, if applicable. All official tax receipts for contributions will comply with the Income Tax Act (ITA) and Regulations. GiveWise will follow all CRA guidelines and standard practice guidelines for the industry in valuing all outright and deferred contributions.
2. **Methods of Contribution** - GiveWise accepts donations of monies in Canadian dollars by Electronic Funds Transfer (“EFT”) through Bank Transfer and Interac e-Transfer, cheque, wire transfer, and credit card to a Giving Fund. Donors receive credit into their Giving Fund for each contribution effective the day the funds are received by GiveWise. Cash contributions must be delivered to GiveWise by cheque or wire transfer. Cheque and wire transfer instructions are available on the GiveWise website at www.givewise.ca.

Other types of contributions may include publicly traded securities, preferred shares, real estate, and planned gifts such as naming GiveWise in your will. Please see the [Gift Acceptance and Valuation Policy](#) for a complete listing.

GiveWise recommends that individuals seek Independent Legal Advice (ILA) prior to making any significant outright or deferred gifts.

3. **Fees for Contributions** – GiveWise accepts donations and contributions at no cost to the donor, with the following exceptions:
 - Credit card contributions are charged directly by the payment processor at a standard rate of 2.2% of the contribution plus \$.30 per transaction. Please be aware some credit cards are subject to higher fees.
 - Contributions transferred via wire will be charged a \$25 recovery fee at the time of processing.
4. **Contributions that Cannot Be Accepted** - GiveWise reserves the right to decline any contributions, for example a gift that does not comply with CRA regulations.
5. **Timing of Contributions** - Generally, the date of any contribution is the date with which the asset is received by GiveWise. If the date of the contribution cannot be determined, GiveWise will follow pre-determined guidelines set out in the Gift Acceptance and Valuation Policy.

Donors may collect a tax receipt at any time through their Giving Fund.
Timing of receipt at year end can be critical. Please see schedule below for cut off dates.

CONTRIBUTION TYPE	ACTION REQUIRED	TIMING FOR YEAR-END CONTRIBUTIONS
Electronic Funds Transfer (Bank Transfer, Interac eTransfer) & Wire Transfer	Bank Transfers can be initiated from within the GiveWise Platform by logging into fund.givewise.ca Interac eTransfers can be sent to donations@givewise.ca. Please be aware that eTransfers do not post on non-business days. Wire Transfers – Email support@givewise.ca for instructions.	Electronic Funds Transfers can take up to 3 business days to post, therefore it is recommended the transfer be sent with enough time to be sure GiveWise receives funds by the last business day of the year. Transfer must be received by GiveWise by end of day 31 December.
Credit Card	Log into your Giving Fund on fund.givewise.ca and initiate the contribution by credit card.	Transaction must be completed by end of day 31 December.
Cheques	Mail to: GiveWise Foundation Canada 3251 Boxwood Court Abbotsford BC V3G 0A6	Cheque envelope must be postmarked on or before 31 December.
Marketable Securities	Complete the Gift of Marketable Securities from www.givewise.ca. Forward completed document to your broker and to donations@GiveWise.ca	Securities transfer can be a lengthy process and the transfer needs to be in complete custody of GiveWise by 31 December. Please discuss timelines with the initiating broker.

IV. GIFTS TO CHARITIES

Gifts to charities (also referred to “grants”) can be made to any Canadian Registered Charity with a recommended minimum of \$20. Gifts can be set up on a one-time or recurring basis.

1. **Gift Recommendation Fulfillment** – Gift recommendations are reviewed for approval within 48 hours of submission, provided there are sufficient funds in the donor’s Giving Wallet, unless additional due diligence is required.
Grants are issued to charities weekly. To keep administrative costs low, GiveWise sends all funds to charities electronically. Therefore, if a charity has completed the bank setup process, funds should be received by the charity within 2 - 7 business days of approval. If a charity cannot be reached or bank setup is not completed, GiveWise reserves the right to cancel gifts, at which point the funds will be returned to the donor’s Giving Wallet balance for distribution elsewhere.
2. **Minimum Annual Gift Requirements** – It is recommended that each Giving Fund meet the minimum annual gift requirement of 3.5% of the balance as at January 1 of a given year. This must be be gifted within the calendar year, as established by GiveWise.

3. **Gift Restrictions** – All gifts recommendations are under the exclusive legal control of GiveWise, which reserves the right to refuse to a gift recommendation based on legal obligations, tax-exempt status, internal policies, or improper purposes.

In the event that funds gifted are for an impermissible purpose, remedial action will be taken to have the funds returned. Remediation may require that the donor make an additional contribution to reimburse GiveWise for any costs incurred as the direct result of the gift.

Gifts are not permitted if there is personal benefit provided to the donor or a related person to the donor. The restrictions for recommended grants are as follows:

- Dues or membership fees
 - Purchasing tickets to a benefit
 - Purchasing goods at a charitable auction
 - Private benefit for any individual(s)
 - Gifts that are earmarked to support a particular volunteer
1. NOTE: Please refer to the CRA guidelines for the full explanation of charitable grant restrictions.

V. **GIVING FUND MANAGEMENT**

1. **Investment of Giving Fund Balance** - Giving Funds that maintain a balance of more than \$25,000 may be invested for tax free growth, while being held for distributions.

Investments should be advised with consideration for time horizon for gifting to charities that the Donor has in mind. Funds targeted for immediate distribution should be left as cash (referred to as the Giving Wallet), while those intended to be held for a longer duration or for growth are appropriately invested (referred to as the Investment Account). It is recommended that enough funds be left in the Giving Wallet to satisfy the next one to three months worth of gifts, as well as administration fees.

Please note the timeframe for moving funds between an Investment Account and a Giving Wallet may vary. Please allow enough time to have funds converted to your Giving Wallet when planning a Gift Recommendation.

For further information on investments, please refer to the [Investment Policy Statement](#) of GiveWise Foundation.

2. **Investment Expenses and Returns** - All investment-related expenses are assessed from the pool assets, including mutual fund expenses, custodial charges, and trading costs. Invested balances are expressed in units and are priced quarterly, reflected as a Net Asset Value (NAV). Dividends and capital gains are reinvested and are reflected as an increase in the NAV.
3. **Giving Fund Roles**
 - **Donor** - the original owner of the asset(s) that have been donated to a GiveWise Giving Fund. Unless the donor requests that gifts be made anonymously, all gifts to charities will include the donor's name and email address. A donor must be an individual over 18 years of age.

- **Designated Advisor** – A financial professional who is nominated by the donor to perform various function within the Giving Fund on the donor's behalf, such as gifting securities, rebalancing investments, and sending gifts.
- **Successor Advisor** - An individual who is nominated in the GiveWise account succession plan to act as an Advisor when the current Donor/Advisor(s) is deceased or otherwise unable to act due to incapacity or disability.

VI. FEE STRUCTURE

1. **Administration Fees** - Giving Fund Administration Fees will be calculated based on the balance on the first day of each month and are drawn from the Giving Fund within the first 10 business days of said month. Fees are charged based on the declining fee structure as outlined below.

TIER	FUND BALANCE	FEE %
1	\$0 to \$25,000	No Fee
2	\$25,001 up to \$500,000	1.0%
3	\$500,001 up to \$1,500,000	0.5%
4	\$1,500,001 +	0.3%
Declining fee structure and charged monthly Fees are capped at \$18,000 annually		

2. **Charitable Operating Expense Recovery** - If significant charitable operating expenses are incurred by a particular Giving Fund, GiveWise may allocate these expenses back directly to the Giving Fund in order to recover these expenses.

**GiveWise Foundation Canada reserves the right to modify the Donor Advised Fund (DAF) program and the Program Guidelines at any time.*