



Donor Advised Fund

Start Up Guide

Welcome to The Signatry!

I am glad to welcome you to our community as you serve your clients with world-changing generosity solutions. It is a privilege to partner with you in this process, and I look forward to all God will do.

To support you and your clients in your next steps, we have put together this introductory guide to donor advised funds (DAFs). In here, you will learn more about:

1. Opening a donor advised fund
2. Beginning to use a donor advised fund
3. Recommending grants
4. Making contributions
5. Understanding fee types

If you have more specific questions, please do not hesitate to reach out. My team and I regularly assist with questions, creative strategies, and other needs you may have.

We are grateful for your partnership. Over and over, we see what an incredibly valuable role financial advisors play in clients' lives. You hold a pivotal seat to point clients in the right direction, and generosity can become a powerful tool to adding even greater depth and purpose to their plans. We are praying God will give you great favor in your conversations.

Blessings,



Kim Harris

VP of Donor Care

donorcare@thesignatry.com



Benefits of Donor Advised Funds with The Signatry

As you begin to offer this tool to your clients, here are a few features to know about that can help support you and your clients.

- 1. DAFs provide one contribution receipt at tax time.** Instead of needing to find charitable receipts from every organization your client gives to, they have the benefit of a single contribution receipt at tax time.
- 2. Our Donor Care team is accessible for your questions and reporting needs.** We can assist in DAF support, custom reports, grant set-up and more. We ease the administrative burden for you and your clients.
- 3.** We handle vetting of organizations to ensure they are in good standing with the IRS and have current 501(c)(3) status.
- 4. We provide biblically responsible investment (BRI) options for donors who wish to potentially grow their charitable dollars.** BRI is an investment philosophy that invests in companies that do not conflict with biblical values and that also seek to create value in the world. The returns on BRI pools are competitive to other industry standards.
- 5. DAFs can receive a variety of assets beyond cash, including publicly traded securities.** Donors can maximize their generosity by giving from their resources beyond cash through a DAF. We handle the intake and liquidation process, which simplifies the process for you and your client.
- 6.** We partner with Helping Hands Ministries, which allows donors to use their DAFs to support individuals in need.

These are just a few of the highlights of DAFs. The beauty of donor advised funds is how they allow donors to use their fund in ways that serve their unique needs best.

TIP

Contact the Donor Care team to set up a walkthrough of a donor advised fund.
We will demonstrate the platform and its various tools.



Lauren Shoener
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Starting a Donor Advised Fund

When you start a DAF, here are a few important aspects to ensure your clients understand:

- Money or assets contributed to a DAF are irrevocable. Once received, these assets are legally owned and controlled by The Signatry.
- Donors recommend the nonprofit or tax-exempt organizations where the funds are granted, and The Signatry ultimately approves grants.
- Grant recommendations are approved by The Signatry's legal and faith filters. The Signatry has thousands of pre-approved nonprofits.

Opening a Donor Advised Fund

There are two different options to open a DAF for your clients.

1. Clients can go to TheSignatry.com/Start and complete an online application; or
2. Clients can print a PDF or request an application and return it to donorcare@thesignatry.com

Online Applications

To learn more about the online application process, go to TheSignatry.com/Resources for a guide on "How to Start a Fund" or to share with your clients. A couple points to note:

- **Draft Applications:** If your clients want to leave the application and complete it later, they can return to their application by clicking the Donor Log-In button at TheSignatry.com and using the username and password they created during stage one of the application.
- **Fund Roles:** In the "Fund Roles" section of the application, your client can choose other people they wish to add to the DAF. Once the DAF has been set up, the client will have the ability to add other role options and edit. See more on how to add fund roles in the "Using Your Fund" section.
 - **Active Grant Advisor:** These are primary people who have full access to the DAF to make grant recommendations and other DAF changes.
 - **Successor Active Grant Advisor:** These are individuals your client chooses to receive access to the DAF when the Active Grant Advisor passes.
 - **Interested Party:** These are individuals your client chooses who only need viewing access to the DAF.
- **Investments:** You and your client can work to choose the investment strategies that best fit their needs, or they can choose to leave the DAF in the Money Market pool and make investment selections at a later time.

If your client wishes to set up a separately managed account, do not choose investment pools. Please contact **Elizabeth Bickley** at ebickley@thesignatry.com for help with the separately managed DAF process.



- **Timeline:**
 - As soon as a client completes the online application, they will be sent a username and temporary password from donorcare@thesignatry.com
 - After logging in with the temporary password, the client will need to set up a permanent password.
 - As soon as the client is logged in, they can begin utilizing the DAF.

Paper Applications

For clients who may prefer to use paper forms or a fillable electronic document, we provide the donor advised fund application in PDF form. The form is available at [TheSignatry.com/Forms](https://thesignatry.com/Forms) if you wish to save the form for later use.

- **Fund Roles:** In the "Adding an Additional Advisor" section of the PDF, your client can choose to add you, the advisor, to the DAF and select the level of access to the DAF. This can be changed later after the DAF is set up as well.

Separately Managed Accounts (SMAs): If your client is wanting to set up a separately managed account, this can be chosen on the Investment Options page of the PDF application under "Investment Manager." Do not make investment pool selections. For more information on the process, contact **Elizabeth Bickley** at ebickley@thesignatry.com.

- **Submission:** Once your client has completed the form, please send it to The Signatry Donor Care team using the contact methods provided on the form.
- **Timeline:**
 - It typically takes two business days to process the DAF application once it has been received.
Note: If you are setting up an SMA, this process takes additional time.
 - The donor will receive emails from donorcare@thesignatry.com with their username and temporary password once the application has been processed.
 - Once they log in and set up a permanent password, they will be able to use their DAF immediately.



Beginning to Use a Donor Advised Fund

Now that your client has successfully set up their DAF, they are ready to begin utilizing its features. Some important items on the DAF platform include:

- **Email Notifications:** In the upper right-hand corner, your client can hover over their name and click “Email Notifications.” Make sure they choose which notifications they prefer to receive.
- **Fund Roles:** Hover over “Fund Details,” the first menu tab, and choose the dropdown “Fund Roles” to view the roles on the DAF. If changes or additions are needed, you can contact the Donor Care team for help or use the “Fund Information Change” form.

Role Definitions:

- **Active Grant Advisor/Primary Financial Advisor:** This role has full permission on the DAF to add and remove individuals from the DAF, request grants and contributions, and make changes to the investments.
 - **Primary/Other Donor:** This role can only make contributions to the DAF. They do not have user credentials or other permissions on the DAF.
 - **Interested Party/Other Financial Advisor:** This role can only view the DAF. They do not have permissions to make grants or changes to the DAF.
 - **Successor Grant Advisor:** This role does not have user credentials or permissions on the fund. These are individuals chosen by the current Active Grant Advisor who would receive access and control of the fund upon the Active Grant Advisor’s passing.
- **Documents:** Under this tab, your client can view their quarterly statements of DAF activity as well as copies of contribution letters and grant letters. Under the “Manage Documents” tab, your client can select “Manage Statements” to indicate how they prefer to receive statements and who should receive the documents.
 - **Investments:** Your client can manage their DAF’s investments through this tab. Once allocations have been selected, it will take up to 30 days to move money into their chosen selections.
Note: Separately managed accounts are not managed here.

For Other Common Fund Questions

The DAF FAQs document is available within the DAF platform under the documents tab



Recommending Grants

For a step by step guide to the grant recommendation process, go to [TheSignatry.com/Resources](https://thesignatry.com/Resources) for the document you can utilize or share with your clients. A couple points to note:

- **Special Instructions:** Use this box to designate specific instructions or information to The Signatry staff on a grant. This information does not appear on the grant.
- **Recurring Grants:** In the Grant Details stage, under Grant Timing, your clients will be able to choose if they would like the grant to recur and its frequency. If your client would like the grant to continue indefinitely, they can leave the end date blank.
- **Grant Minimums:** \$100 is the minimum grant amount.
- **Draft Grants:** For your client to view grants not yet submitted, under the “Grants” tab, select “Draft Grants” to return to grants not yet completed. A draft grant is only visible to the person who started the grant.
- **Grant Delivery:** Grant checks will be delivered via postal mail.
- **ACH Grant Delivery:** If the charity has chosen to receive grants by ACH, grants will be sent via this method. An ACH form is available at [TheSignatry.com/Forms](https://thesignatry.com/Forms) that your clients can provide to charities to complete if they wish to have their ACH information on file with us.
- **Timeline:**
 - **Grant Processing:** Grants typically take 3–5 business days to process from submission to a check going out in the mail.
 - **Check Grant Delivery:** Once a grant is mailed, it will be subject to postal mailing times. Expedited mail delivery is available for a fee.
 - **ACH Grant Delivery:** If the grant is sent via ACH, grants may be received within two business days. A letter will be mailed to the grantee with the fund details/purpose within one business day of the ACH being sent.



Contributing to the DAF

For a step by step guide to the contribution process, go to [TheSignatry.com/Resources](https://thesignatry.com/Resources) for the How to Make a Contribution document you can utilize or share with your clients. A couple points to note:

Contribution Types

The Signatry DAFs can receive contributions from a variety of assets. You can find all forms for contributions at [TheSignatry.com/Forms](https://thesignatry.com/Forms) or follow the contribution instructions within the DAF platform.

- **Cash/Checks:**
 - Donations can be directly mailed to The Signatry with the fund name or number provided.
 - Checks should be made payable to "The Signatry."
 - Allow up to five business days for contributions to be posted to the fund.
- **eChecks/Wire/ACH:** Allow up to five business days for contributions to be posted to the fund.
- **Credit/Debit Cards:** Allow up to five business days for contributions to be posted to the fund.
- **Publicly Traded Securities:** Please use the "Stock or Mutual Fund Transfer" form to notify the Donor Care team of any expected stock gifts. We will acknowledge receipt of the form and confirm with the donor once the gift has been received.
Note: For stock contributions into SMAs, please contact Elizabeth Bickley.
- **Complex Assets:** Contact our Assets Team at assets@thesignatry.com to discuss gifts of business interest and real estate.



Understanding Fees

One of our core values as The Signatry is integrity and transparency, so we prioritize making our fees clear and understandable. These cost allocations allow us to continue serving your clients and other donors with incredible resources for generosity. You can find detailed information on all the fee types at [TheSignatry.com/fees](https://thesignatry.com/fees).

Primary fees include:

- **Annual administrative fee:** These are assessed on a monthly basis to your clients' DAFs.
- **Investment management fees:** These are separate from the administrative fee and assessed on a monthly basis.
- **Credit card fees:** A processing fee of 2.90% plus \$0.45 per transaction is assessed by the credit card provider and is subtracted by our payment processor. The contributor will be receipted for the full amount of the contribution. The DAF available fund balance will reflect the gift amount minus the fees.
- **Expedited grant requests:** If a grant request is asked to be expedited via wire, a \$25 bank fee is assessed. If a grant request is asked to be expedited via check, a \$25 FedEx shipping fee is assessed.

Note: On separately managed accounts, you will be able to assess your advisory fees.

Next Steps

We hope this information is helpful as you and your clients endeavor through this generosity journey. Our goal is to serve you and your clients according to each of their unique needs. Whether they just are getting started or have been long-time DAF users, we are here to support.

A few ways we can serve:

- We can come in person to meet with you and your clients to answer questions or walk through funds.
- We can set up grants and assist with other fund needs via phone and email as well.
- We provide fund demos of the online DAF platform to help highlight features.

Please always feel free to reach out with questions!

We have many resources available to support you in these generosity solutions.

EMAIL donorcare@thesignatry.com | CALL 913.310.0279

Disclaimer: The Signatry does not provide legal, tax, financial, or other professional advice. You should consult professional advisors concerning the legal, tax, or financial consequences of your charitable activities.

