Use Your DAF
for Colorado Gives Day 2023

Colorado Gives Day is easily the best day to give using your donor advised fund.

FIND THE NONPROFITS YOU WANT TO SUPPORT

Before you begin, visit ColoradoGives.org to search from 3,400+ nonprofits to find the nonprofits you want to support.

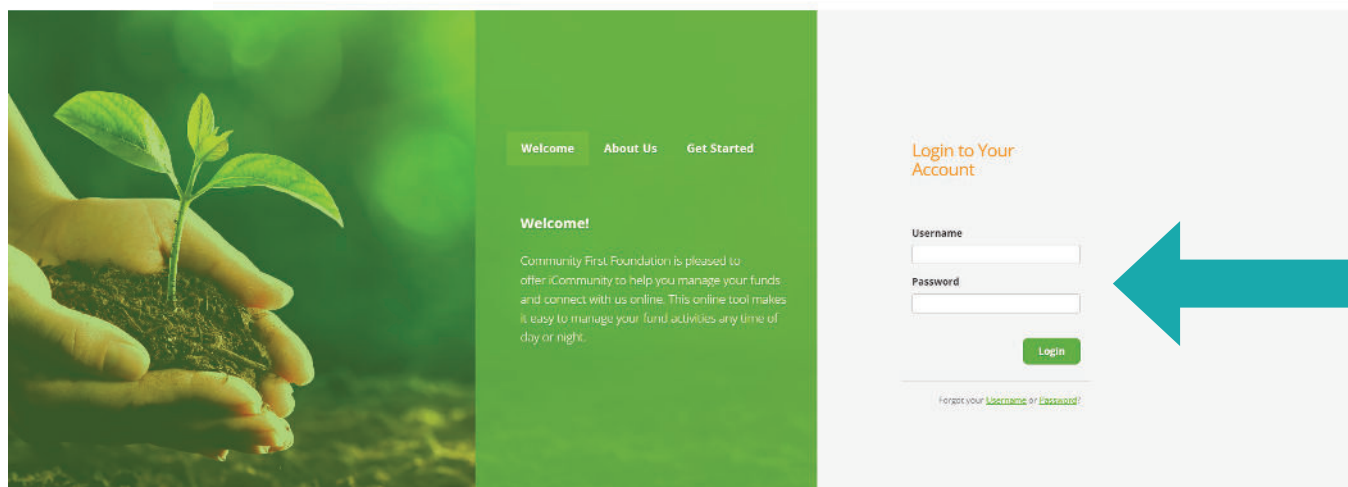Decide which ones they are and how much you want to give to each organization.

Determine the total amount you want to spend, and then keep your list handy - you'll need it later when you get your giving card and go online to ColoradoGives.org to use it to make your donations.

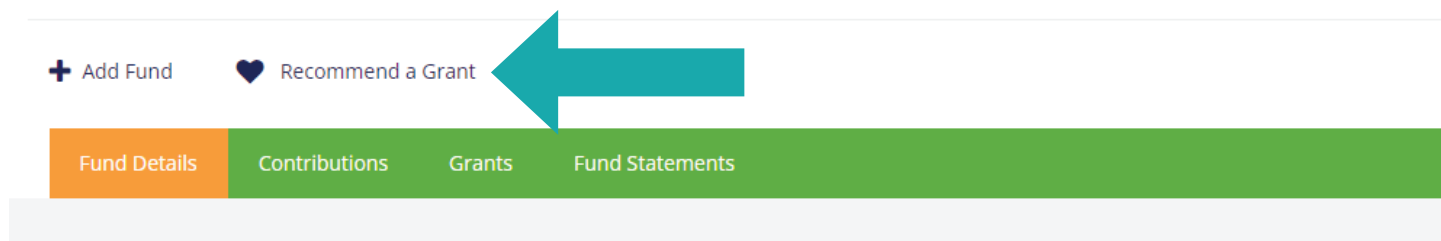Remember - fees will not be added to your total so don't include anything other than your total donation amount.
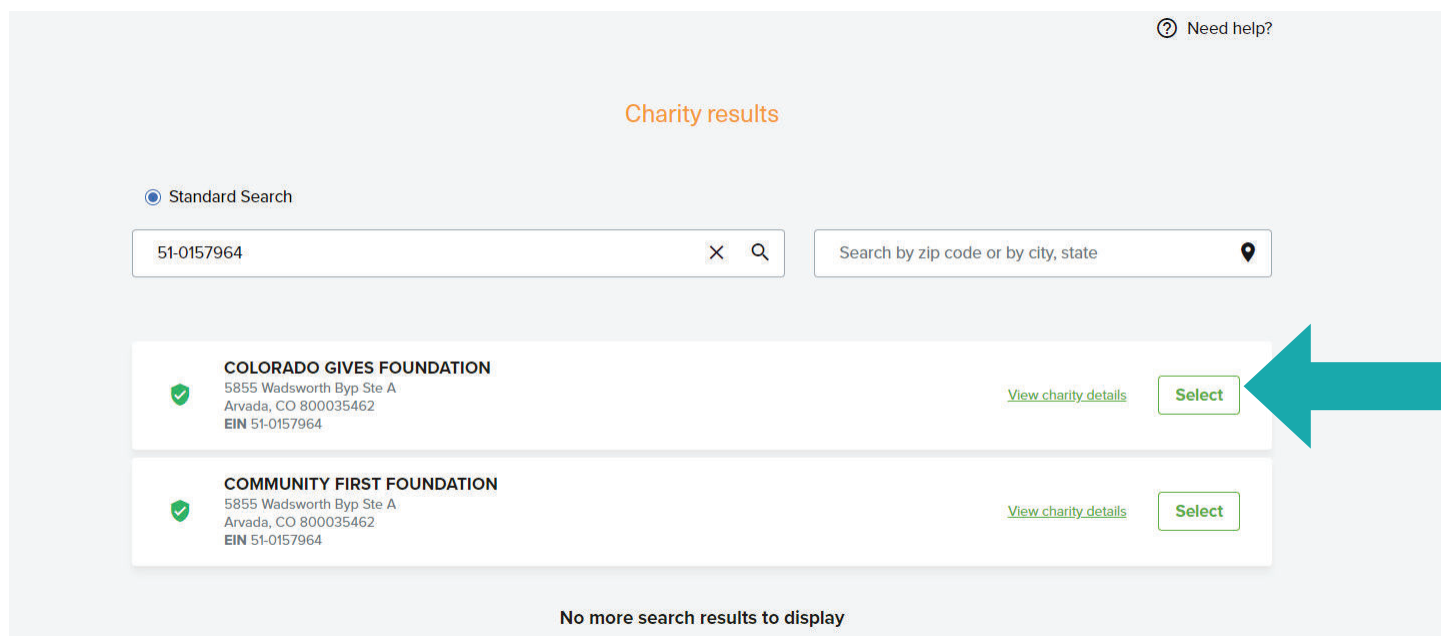
INSTRUCTIONS

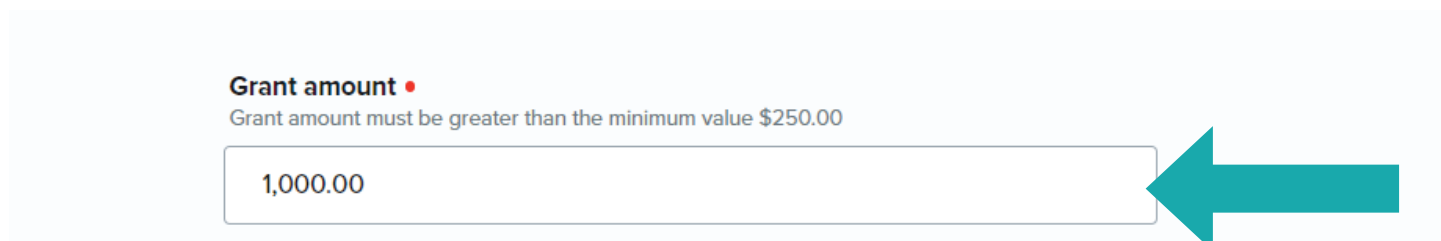1. To use your DAF, first login to your donor account (iCommunity).

2. Click on the heart under your fund name to **RECOMMEND A GRANT**.

＋ Add Fund　　♥ Recommend a Grant

| Fund Details | Contributions | Grants | Fund Statements |

3. Search for Colorado Gives Foundation by name or EIN (51-0157964) and when it appears, click **SELECT COLORADO GIVES FOUNDATION**.

⊘ Need help?

Charity results

◉ Standard Search

| 51-0157964 | ✕ 🔍 |

| Search by zip code or by city, state | 📍 |

✅ **COLORADO GIVES FOUNDATION**
5855 Wadsworth Byp Ste A
Arvada, CO 800035462
EIN 51-0157964　　　　　View charity details　　Select

✅ **COMMUNITY FIRST FOUNDATION**
5855 Wadsworth Byp Ste A
Arvada, CO 800035462
EIN 51-0157964　　　　　View charity details　　Select

No more search results to display

4. In the **GRANT AMOUNT** box, enter the total amount you're giving to **ALL** your chosen nonprofits. For example, if you want to give $100 to 10 nonprofits, the total would be $1,000.

Grant amount •
Grant amount must be greater than the minimum value $250.00

| 1,000.00 |

5. For **GRANT TIMING**, choose **PROCESS IMMEDIATELY** or **FUTURE DATE** and choose a date **BEFORE NOVEMBER 29, 2023**.

Grant timing •
When would you like to begin processing your grant recommendation?

| Process Immediately | Future Date | Recurring Dates |

6. For **GRANT PURPOSE**, select **SPECIFIC PROGRAM/PROJECT**.

Grant purpose •
Please tell us if the charity should use this grant for a specific purpose or if they can use it as needed.

Specific Program/Project ⌄

7. Scroll down and click **ADD ADDITIONAL DETAILS**.

> 4. A donor, fund advisor, or related party for expense reimbursements, loans, compensation, or other similar payments.
> 5. Fulfillment of a pledge that the donor has previously made in his or her name, or to fulfill the pledge of another.
> By submitting this request, I understand that the grant being recommended is subject to the approval of Community First Foundation's Board of Directors.

Add Additional Details

8. Then in the box that says **DESCRIBE GRANT PURPOSE**, please add "Colorado Gives Foundation DAF Giving Card". Don't worry about the dedications or Acknowledgment sections. You'll be able to make your gift in honor or in memory of someone when you make your donation on ColoradoGives.org. Click **SAVE**.

Describe grant purpose

> Information entered in this field will be carried onto the letter to the charity. Please ensure you have reviewed spelling, punctuation, grammar, and capitalization for accuracy prior to grant submission.

Colorado Gives Foundation DAF Giving Card

Cancel   Save

9. Click the **AGREEMENT** box.

Agreement •

☐ **I confirm** this grant is not being used to provide such benefit

10. You can ignore "attention to" and "contact phone", and your address should auto-populate.
11. Scroll to bottom of page and click **REVIEW GRANT**.

Cancel   Review grant

12. If everything looks good to you, check all the **AGREEMENT BOXES** and **SUBMIT GRANT**.

PROCESS IMMEDIATELY

$1,000.00
Colorado Gives Foundation
EIN 51-0157964

Mail a grant check to the charity

5855 Wadsworth Byp Ste A
Arvada, CO 800035462

✏ Edit Grant

GRANT PURPOSE	PLEASE ACKNOWLEDGE	INCLUDE FUND NAME
Specific Program/Project	Fund Name Only	Yes
	Joe Generosity Demo DAF Fund	

📝 Add Special Instructions

Agreement
I have read and agree to the terms below:

☑ I affirm, by selecting the checkbox, that the grant will not be used for the following purposes, per the grant guidelines.

☑ To support any of the following: 1. Individuals 2. Political campaigns or lobbying activities 3. A private non-operating foundation 4. Scholarships, humanitarian efforts, salaries, or bills for a specific person or family 5. Accounts set up to assist specific people following a catastrophic event, accident or injury, for example

☑ Or to purchase or pay for any of the following: 1. Gala or event tickets or tables 2. Silent or live auction items or other goods or services at galas or events, or payment to a donor, fund advisor, or related party for expense reimbursements, loans, compensation, or other similar payments 3. Memberships or tickets to galleries, museums, public broadcasting stations, etc. 4. A donor, fund advisor, or related party for expense reimbursements, loans, compensation, or other similar payments 5. Fulfillment of a pledge that the donor has previously made in his or her name, or to fulfill the pledge of another

☑ By submitting this request, I understand that the grant being recommended is subject to the approval of Community First Foundation's Board of Directors.

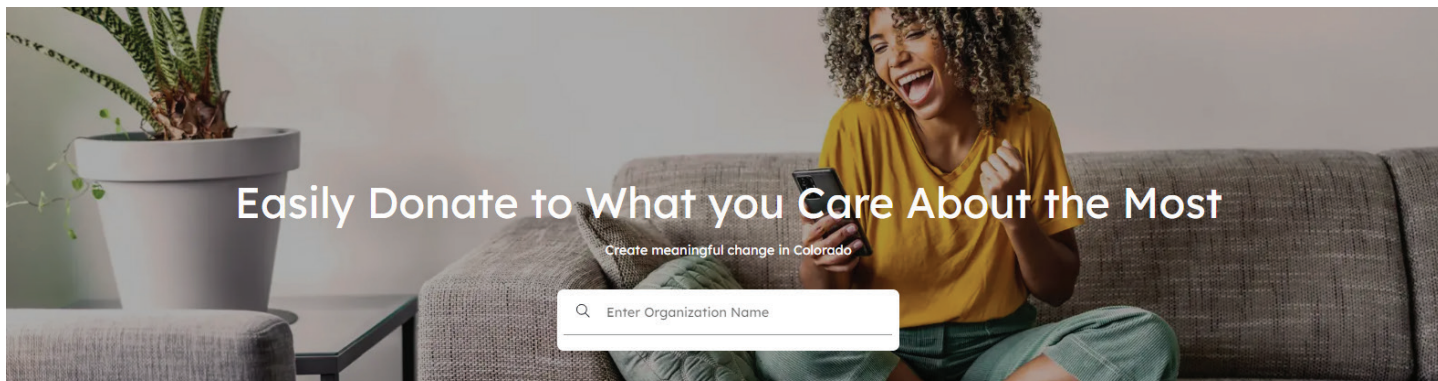Save for later   Cancel   Submit grant

You will receive an email with your Giving Card information and how to use it to support the nonprofits you want to donate to for Colorado Gives Day on ColoradoGives.org.

Request your DAF Giving Card by Nov. 29, 2023.

I HAVE MY GIVING CARD EMAIL. NOW WHAT DO I DO?

Grab the list you made in the very beginning that has the nonprofits you want to support and the amount you want to donate to each.

Go online to ColoradoGives.org and search for your first nonprofit. Choose the amount you want to donate, and add it to your cart.

You can then repeat the process for each organization you want to support. Once you have them all added to your "shopping" cart, it's time to check out.

Use the drop down menu to select **GIVING CARD** and enter your Giving Card number as payment.

Checkout, and you're done! Thank you for MAKING GOOD HAPPEN.

AN IMPORTANT NOTE

If you request a giving card using the same email address that you use when log in to donate on ColoradoGives.org, your giving card number will automatically show up in your drop down payment method list. If you don't see your giving card in your payment method list, it's likely you used a different email to request it. No worries! Just grab the information and giving card number from the email we send you and you can add it to your account.

A FEW THINGS TO REMEMBER

- In order to participate on Colorado Gives Day in 2023, the Foundation needs to receive your grant recommendation by November 29, 2023.
- For any other day of the year, please request at least 10 business days before you want to use your Giving Card.
- No fees are applied to donations you make using a Colorado Gives Foundation Giving Card.
- All donations made November 1 - December 5, 2023 count toward the Colorado Gives Day Event and are eligible for a boost from the Incentive Fund.
- All donations made with your DAF Giving Card are distributed to the nonprofits the following month, except for gifts made between December 1 and Colorado Gives Day which are distributed in December.
- Giving Cards expire one year after they are issued. If any funds remain on the card after the expiration date, they are distributed to Colorado Gives Foundation to support its philanthropic mission.
- Giving Cards have no cash value, are not refundable, may not be sold, and may not be transferred.
- Donations made with your DAF Giving Card are not tax deductible and do not qualify or additional state tax credits.
- It is prohibited to purchase a giving card using a Giving Card as the method of payment.

Any donations made must abide by general rules regarding distributions from donor-advised funds. By participating in this program, you agree that any gifts made on ColoradoGives.org will not be used for the following purposes:

- To support any of the following:
  - Individuals; Political campaigns or lobbying activities; Scholarships, humanitarian efforts, salaries, or bills for a specific person or family; or accounts set up to assist specific people following a catastrophic event, accident or injury, for example.
- Or, to purchase or pay for any of the following:
  - Gala or event tickets or tables; Silent or live auction items or other goods or services at galas or events, or payment to a donor, fund advisor, or related party for expense reimbursements, loans, compensation, or other similar payments; memberships or tickets to galleries, museums, public broadcasting stations, etc.; A donor, fund advisor, or related party for expense reimbursements, loans, compensation, or other similar payments; or fulfillment of a pledge that the donor has previously made in his or her name, or to fulfill the pledge of another.

QUESTIONS?

Email Hello@ColoradoGivesFoundation.org and we'll get your question to the team member who can help.