President and CEO
Eileen M. Ellsworth
703-879-7635 (o)
703-399-5672 (m)
Eileen.Ellsworth@cfnova.org

Marketing and Events Team
Tara Nadel
Vice President of Marketing and Events
703-879-7637
Tara.Nadel@cfnova.org

Alex Carey
Manager of Communications & Events
703-347-7427
Alex.Carey@cfnova.org

Grants and Scholarships Team
Sari Raskin
Vice President of Grants and Community Leadership
703-879-7641
Sari.Raskin@cfnova.org

Jennifer Cochran
Manager of Grants and Scholarships
703-879-7639
Jennifer.Cochran@cfnova.org

Insight Region™
Elizabeth Hughes
Senior Director
703-865-5002
Elizabeth.Hughes@cfnova.org

Finance Team
Cindy DiMarco
Director of Finance
703-879-7638
Cindy.DiMarco@cfnova.org

Moses Ulom
Gifts & Grants Administrator
703-879-7642
Moses.Ulom@cfnova.org

Donor Services Team
Stephanie Valdes
Director of Donor Relations
703-347-7419
Stephanie.Valdes@cfnova.org

Josiah Day
Director of Development
703-879-7636
Josiah.Day@cfnova.org
About the Community Foundation for Northern Virginia

Founded in 1978, the Community Foundation has been the premier charitable partner trusted by thousands of generous Northern Virginians for decades. Our mission is to grow philanthropy to respond to need, seed innovation, and lead and convene the community. Comprised of donor advised funds, scholarship funds, The Permanent Fund for Northern Virginia, and giving circles, we help engage donors in community, meet community needs with community resources, and strengthen the region through philanthropy.

The Community Foundation makes scholarship fund management easy.

Many donors across our region turn to the Community Foundation for simplicity and ease of scholarship fund management. Our professional staff can offer guidance and community expertise to help craft the exact award criteria, application language, and selection committee process most suited to your philanthropic goals.

The Community Foundation is a trusted philanthropic partner.

Our Community Foundation has hosted and managed scholarship funds for decades. Over the years, we have awarded scholarships to hundreds of worthy recipients. As a trusted philanthropic partner across Northern Virginia with deep roots in local community, we leverage our relationships with local school systems to optimize awareness of the scholarship opportunities we offer.

The Community Foundation serves the entire region.

We serve the entire Northern Virginia region, which includes the counties of Arlington, Fairfax, Loudoun, and Prince William and the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park. Over the years scholarships have been awarded from our Community Foundation to graduating seniors from all county and city school systems in the region.
Why Open a Scholarship Fund with the Community Foundation?

Scholarships for deserving degree seekers have never been more important than they are today. They relieve the financial pressure on students and their families. They enable a greater focus on studies and a lower student loan debt burden after graduation. They are encouraging and can promote successful degree completion. Most importantly, they help level the playing field for low-income students, recent immigrants, students of color, women, and others who have suffered from various historic prejudices and disadvantages, contributing to a more diverse inclusive, and productive society.

When you establish a scholarship fund at our Community Foundation, you invest in the future of our young men and women. Working with Community Foundation staff to ensure legal compliance and a sound competitive application process, you establish the award criteria for your scholarship fund in ways that meaningfully advance your charitable intentions.

The Community Foundation is a 501(c)3 public charity. Therefore, all contributions that you or others make to your scholarship fund are tax deductible. Some of the advantages of establishing a scholarship fund at the Community Foundation for Northern Virginia include:

- **Experience**: The Community Foundation for Northern Virginia has a long history of scholarship fund support that has enabled many hundreds of students to realize their education goals while securing their financial future.

- **Relationships**: We work with hundreds of public schools across Northern Virginia. These relationships optimally position us to promote our scholarship fund opportunities and thereby increase the number of students who apply.

- **Options**: Our scholarship opportunities allow students to pursue degrees in both general and specific fields of study including medicine, education, STEM (Science, Technology, Engineering, Math), and many more. Our range of scholarship opportunities attracts applicants from jurisdictions across our region.

- **Connections**: Over the years we have connected scholarship fund donors to each other and helped cultivate a community of like-minded, philanthropic men and women who can choose to work together and learn from each other for greater impact.

- **Responsiveness**: The tools and processes we use are responsive to the ever-changing needs of our scholarship donors and the students they support.

- **National Accreditation**: The Community Foundation complies with and is accredited by National Standards for Community Foundations, the most rigorous legal and operational standards of practice in all of philanthropy.
Establishing a Scholarship Fund at the Community Foundation

The Community Foundation for Northern Virginia makes it simple to establish a scholarship fund specific to your charitable intent. We will equip you with the tools necessary to meaningfully support deserving students in our community.

Scholarship Page
Every scholarship fund will have its own personalized page explaining the criteria, deadlines, scholarship amount, application process, and contact information for the current year’s scholarship process. This scholarship page is the gateway for students to view information about this opportunity and to apply for funding. There is also space to provide a story regarding the background and purpose of the scholarship fund.

Donation Page
The Community Foundation provides an option to create a customizable donation page for you to invite other donors to contribute tax-deductible donations that will help grow the balance of your scholarship fund.

Contributions to Funds
You have 12 months from the date you sign your scholarship fund agreement to make the initial $25,000 minimum contribution to your fund. Additionally, all funding required for that particular scholarship year must be contributed to the fund prior to making the scholarship application available to applicants. Both the establishing gift and all subsequent donations to your scholarship fund are tax-deductible, and all donors will be acknowledged with a tax-deductible receipt. For a list of all gift types that can be accepted by the Community Foundation, please contact our Donor Services Team.

The Internal Revenue Code requires that all completed contributions to the Community Foundation are irrevocable and must provide a charitable benefit. As a result, legal ownership of all gifts lies in the Community Foundation.

Scholarship Criteria
The donor may establish the pool of students eligible for a scholarship, permitted the pool of eligible applicants for each scholarship is large enough to assure a fair and unbiased selection process. There should be at least three applicants for each scholarship awarded, and if the fund does not have sufficient applicants, the donor will be asked to broaden the criteria for applicants.

The donor may set reasonable criteria for awarding a scholarship. Reasonable criteria are those that can be measured objectively, including but not limited to, academic performance, attendance at a particular school, interest in studying a certain field, financial need, and the like. All selection criteria and award selection processes must be objective and nondiscriminatory. The minimum award from Community Foundation for Northern Virginia Scholarship Funds is $1,000 per year.
Selection Committees
Selection of scholarship applicants will be determined by an independent scholarship selection committee. The donor may designate individuals or positions to the selection committee when the fund is established, so long as donors, related persons, and persons recommended by the donor together make up less than 50% of the total committee membership. If the donor designates an individual to serve on the scholarship committee who cannot objectively provide expertise on the selection process (ie – family, friends, employees that have no experience/background with the scholarship selection criteria), they will be counted toward the donor’s portion of control. The Community Foundation may name additional members to the committee to ensure the donor does not control the selection committee.

Committees should consist of at least three members, not including the donor, and the donor may sit on the selection committee as long as they are in the minority. All committees are subject to Community Foundation approval and changes in the composition of the selection committee must be requested in writing and are subject to the Community Foundation approval. No committee member shall be in a position to receive a private benefit for themselves or for a member of their family, either directly or indirectly. All members on the selection committee will sign and submit a Conflict of Interest statement each year prior to award deliberations.

Community Foundation-Managed vs. Donor-Managed Scholarships
Donors can manage their own scholarship selection process with Community Foundation oversight, or choose to have their scholarship process managed by the Community Foundation directly. For a full list of the differing responsibilities and fees associated with each option, please refer to the Donor Managed vs. Community Foundation Managed Scholarships chart.

Scholarship Awards and Disbursement
At the conclusion of each selection process, the donor will complete a Scholarship Report form and return it to the Community Foundation along with a signed Conflict of Interest statement for each committee member and copies of all scholarship applications (for Donor Managed Scholarships only). The Community Foundation requires ten business days to review and approve the scholarship awards. No scholarship winners may be informed or scholarships awarded until the Community Foundation notifies the donor that the report has been approved.

The Community Foundation will produce an award letter and an online Scholarship Acceptance Form for each scholarship recipient. The recipient must return the signed Scholarship Acceptance Form before the scholarship will be paid. When received, the Community Foundation will process and mail the scholarship check and accompanying letter directly to the student’s university or institute of higher education.
The Community Foundation for Northern Virginia charges a Community Foundation Support Fee on scholarship funds. Community Foundation Support Fees are a critical source of revenue for the operations of the Community Foundation. They enable us to provide services to donors, hire and maintain staff, conduct community leadership endeavors, and continue to serve the philanthropic needs of Northern Virginia. The schedule is subject to change by the Community Foundation’s Board of Directors.

Our current schedule of Community Foundation Support Fees is as follows:

**One-Time Set-Up Fee: $250**
This includes the Community Foundation’s preparation and review of the Scholarship Fund agreement, accounting for contributions to establish the Fund, and written acknowledgement of donations.

Community Foundation Support Fees for scholarship funds are as follows (assessed quarterly in arrears):

- **2% of the fund balance per year** for Donor-Managed Scholarship Funds
- **3% of the fund balance per year** for Community Foundation-Managed Scholarship Funds
Investment Management of Scholarship Assets

Donors have the following choices regarding the treatment of their Scholarship Fund assets:

- **Cash and Cash Equivalents**: The Community Foundation’s Pass-Through Fund consists of 100% cash and cash equivalents. None of it is invested in the market. This account is primarily used for fund assets that are not endowed, but at the written request of any fund donor, assets in pass-through scholarship funds can also be invested in the market through the Pooled Investments, described below, if the donor so chooses.

- **Pooled Investments**: The Pooled Investments consist of assets from many Community Foundation funds that are pooled for investment purposes. For example, scholarship funds that are endowed, endowments that comprise The Permanent Fund for Northern Virginia, and portions of pass-through scholarship funds that donors have requested be invested in the market, are all a part of the Pooled Investments. The Community Foundation has retained Goldman Sachs to provide investment management services on the Pooled Investments. Goldman Sachs charges a comprehensive, total, annual fee of 45 basis points, or .45%, for its investment management services on the Pooled Investments. This investment management fee is paid directly to Goldman Sachs and is in addition to the Community Foundation Support Fee described earlier in this handbook.

- **Third Party Investment Advisory Firms**: If a new scholarship fund is created with a contribution of $100,000 or more, the donor may request that his or her fund be invested in the market by an investment advisory firm that the donor recommends and the Community Foundation approves. In these cases, fund assets are transferred into a new, separate account that the Community Foundation opens with the chosen investment advisory firm in the Community Foundation’s name with the Community Foundation’s tax identification number. The investment advisory firm will charge its own stated fees and commissions for investment services against the fund, which will be paid directly to the investment advisory firm. These fees are in addition to the Community Foundation Support Fees described earlier in this handbook.

All assets of the Community Foundation that are invested in the market, whether through the Pooled Investments or through separate accounts with third party investment advisory firms, are overseen by the Community Foundation’s Investment Committee to ensure that investment strategies and asset allocations comply with the Community Foundation’s Investment Policy Statement, a copy of which can be found in Appendix B.
# Gift Transmission Information

Community Foundation for Northern Virginia

*Truist Bank*

Effective February 22, 2022

<table>
<thead>
<tr>
<th>TYPE OF GIFT</th>
<th>INSTRUCTIONS</th>
</tr>
</thead>
</table>
| DTC Eligible Securities            | Participant #2039  
FFC Truist Bank  
Account #1853002447  
Account Name - Community Foundation for Northern Virginia  
*Please include Donor Name with transfer* |
| Fed Securities                     | Fed: ABA #0420000013  
US Bank NA/1050  
Account 001050985490  
FFC Truist Bank  
Account #1853002447  
Account Name - Community Foundation for Northern Virginia  
*Please include Donor Name with transfer* |
| Global Securities                  | Contact TruistBankGiftClearing@truist.com for global delivery instructions.                                                                 |
| Mutual Funds                       | Contact TruistBankGiftClearing@truist.com for Mutual Fund delivery instructions.  
Account #1853002447  
Account Name - Community Foundation for Northern Virginia  
*Please include Donor Name with transfer* |
| Physical Securities                | Truist Bank  
Physical Custody, Mail Code 803-05-15-10  
303 Peachtree Street, N.E.  
15the Floor, Suite 1520  
Atlanta, GA 30308  
*Reference Account #1853002447, Community Foundation for Northern Virginia, and Donor Name on the documentation accompanying the stock certificate(s)* |
| Wiring Instructions for inside the US | Bank Name: Truist Bank  
214 N Tryon Street, Charlotte, NC 28202  
ABA Routing Number: 053101121  
Account Number: 5177620228015  
Account Name: ST DEP-DMS  
For Further Credit (FFC) Account Name - Community Foundation for Northern Virginia  
For Further Credit (FFC) Account Number - 1853002447  
*Please include Donor Name with transfer* |

**Truist Contact**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beverly Glenn (Gift Administrator)</td>
<td>404-724-3556</td>
</tr>
<tr>
<td><a href="mailto:TruistBankGiftClearing@truist.com">TruistBankGiftClearing@truist.com</a></td>
<td></td>
</tr>
<tr>
<td>Louise Gorman (Gift Administrator - Alternate)</td>
<td>404-724-3344</td>
</tr>
<tr>
<td><a href="mailto:TruistBankGiftClearing@truist.com">TruistBankGiftClearing@truist.com</a></td>
<td></td>
</tr>
</tbody>
</table>

**Community Foundation Staff Support**

Cindy DiMarco | Cindy.DiMarco@cfnova.org | 703-879-7640
What Does the Scholarship Award Process Look Like?

The Community Foundation offers two options for a donor to establish their scholarship — **Community Foundation Managed Scholarships** and **Donor Managed Scholarships**:

**Community Foundation Managed Scholarships:** When the Community Foundation manages a scholarship, we lead the entire scholarship process from convening the committee, accepting scholarships through our online system, to sending out the scholarship payments to the colleges and universities.

**Donor Managed Scholarships:** When a donor manages his/her scholarship, the donor leads the entire process and then notifies the Community Foundation of the scholarship award recipient(s). The Community Foundation subsequently mails the scholarship payment to the colleges and universities.

Below is a high-level overview of the tasks involved for a Community Foundation Managed Scholarship Process vs a Donor Managed Scholarship Process:

<table>
<thead>
<tr>
<th>Community Foundation Managed Scholarship Process</th>
<th>Donor Managed Scholarship Process</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>The Community Foundation handles the entirety of the selection process once the donor(s) have designated the basic framework for the scholarship.</em></td>
<td><em>Donor(s) will handle the entirety of the selection process and communicate the scholarship winners to the Community Foundation</em></td>
</tr>
<tr>
<td><strong>DONOR RESPONSIBILITIES:</strong></td>
<td><strong>DONOR RESPONSIBILITIES:</strong></td>
</tr>
<tr>
<td>Creation of scholarship purpose, guidelines, and applicant criteria</td>
<td>Creation of scholarship purpose, guidelines, and applicant criteria, including:</td>
</tr>
<tr>
<td><strong>COMMUNITY FOUNDATION RESPONSIBILITIES:</strong></td>
<td>Create and publish scholarship application</td>
</tr>
<tr>
<td>Create and publish scholarship application</td>
<td>Create scholarship timeline</td>
</tr>
<tr>
<td>Create scholarship timeline</td>
<td>Manage all communications with applicants</td>
</tr>
<tr>
<td>Create customized donation and scholarship pages on the CFNOVA website</td>
<td>Organize receipt of applications</td>
</tr>
<tr>
<td>Allocate and acknowledge donations to the Fund</td>
<td>Designate and oversee volunteer selection committee, which includes:</td>
</tr>
<tr>
<td>Organize receipt of applications</td>
<td>- Ensuring selection committee members have signed Conflict of Interest Form</td>
</tr>
<tr>
<td>Communicate with potential applicants</td>
<td>- Reviewing submitted applications</td>
</tr>
<tr>
<td>Designate and oversee volunteer selection committee, which includes:</td>
<td>- Selection of recipients</td>
</tr>
<tr>
<td>- Ensuring selection committee members have signed Conflict of Interest Form</td>
<td>Provide all applications and communicate selected award recipients to CFNOVA through completion of Scholarship Report Form</td>
</tr>
<tr>
<td>- Review and evaluate submitted applications</td>
<td><strong>COMMUNITY FOUNDATION RESPONSIBILITIES:</strong></td>
</tr>
<tr>
<td>- Selection of recipients</td>
<td>Create customized donation and scholarship pages on CFNOVA website</td>
</tr>
<tr>
<td>- Notifications to award recipients and notifications to renewal applicants</td>
<td>Allocate and acknowledge donations to the Fund</td>
</tr>
<tr>
<td>- Send checks to academic institutions on behalf of scholarship recipients</td>
<td>Send checks to academic institutions on behalf of scholarship awardees</td>
</tr>
</tbody>
</table>
How Do I Access My Scholarship Fund?

The Community Foundation for Northern Virginia offers a secure online fund management system that provides complete access to your fund at the Community Foundation, available 24/7. You can check your scholarship fund balance, gift and scholarship history, and access quarterly fund statements through the portal.

When you sign your scholarship fund agreement, our Donor Services Team will provide you with log-in credentials. Then simply visit https://www.cfnova.org/donor-portal to get started.


Sample Donor Portal Screenshot
Quarterly Financial Reporting

Approximately one month after the end of each calendar quarter (June 30, September 30, December 31, March 31), fund financial reports will be uploaded to Donor Portal. The report contains a Statement of Financial Positions, Statement of Activities, and a detailed list of all gifts to and distributions from funds.

Fund Activity Policy for Scholarship Funds

Fund Activity. In general, scholarship funds should remain active regarding scholarship disbursement activity. Scholarship funds are considered active when there is regular communication between the fund advisor and the Community Foundation regarding the fund. Some examples of activities that would deem a fund active include, but are not limited to:

- The fund advisor awards scholarships once a year;
- The fund advisor specifies a particular reason not to award scholarships and the Community Foundation agrees. For example, fund advisors may want to build up the fund balance to make more substantial scholarships, or to build a more substantial scholarship fund for their retirement years, or to leave a charitable legacy for the next generation to administer; or
- The fund advisor wants to make undervalued or illiquid gifts to their fund that require time to pass before the gift recovers its value or becomes liquid enough for grant recommendations to commence or resume.

Donors may propose other reasons to Community Foundation staff for not awarding annual scholarships. In the absence of such activities or understandings, if there is no scholarship process for three successive years, steps will be taken by the Community Foundation to activate the fund. These steps may include, but are not limited to, outreach to the fund donor encouraging scholarship awards or closing small funds that have not reached the Community Foundation’s required $25,000 minimum and distributing those fund balances to the Community Foundation’s unrestricted funds, all as the Community Foundation Board may further determine.

Minimum Fund Balance
If the principal balance of a fund falls below $1,000, the entire balance of the fund may be distributed upon advice of the donor or at the discretion of the Board, or, if the Board so determines, may be added to the unrestricted funds of the Community Foundation.

Donor Portal is the Community Foundation for Northern Virginia’s online platform to manage your donor-established fund. From here you can conveniently view your latest fund balances, download fund statements, make grant recommendations, review your giving history, and more.

To see a video walkthrough of navigating our Donor Portal, please view our brief Donor Portal Instructional Video here.

Setting Your Login

1. You will receive an email with a unique link to set your login for Donor Portal. The first time you visit, you will be taken to a webpage with this form, allowing you to create your own password.

   Your Login Username will always be the email address we have on file for your fund. If you need to update your email, please contact us.

2. Once you have set your password and clicked “Save,” you will be brought directly into the Donor Portal system. Should you ever need to reset your password, you can select the “Forgot Password?” option on the login page.

3. When your login is set, please bookmark https://www.cfnova.org/donor-portal to ensure you are always one click away from managing your fund.
The Homepage

The homepage (pictured below) offers you an overview of the options available to you as a fund advisor. From here, you can view gifts to your fund, recommend grants, see your historical fund statements, and more, using the navigation bar across the top of the page. On the homepage, you will also see a snapshot of recent contributions and grants associated with your fund.

The **Current Balance** shows how much is in your fund, while the **Available Cash** amount shows how much is available for grantmaking at the moment, whether that is due to pending grants, endowment spending limits, etc.

<table>
<thead>
<tr>
<th>Date</th>
<th>ID</th>
<th>Contributor</th>
<th>Amount</th>
<th>Date</th>
<th>ID</th>
<th>Status</th>
<th>Recipient</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/22/2020</td>
<td>19711</td>
<td>Anonymous</td>
<td>37,865.48</td>
<td>12/22/2020</td>
<td>6445</td>
<td>Paid</td>
<td>COVID-19 Response Fund for Northern Virginia</td>
<td>5,000.00</td>
</tr>
<tr>
<td>10/22/2020</td>
<td>19713</td>
<td>Anonymous</td>
<td>10,000.00</td>
<td>12/22/2020</td>
<td>6446</td>
<td>Paid</td>
<td>ACTS of Prince William County</td>
<td>2,500.00</td>
</tr>
</tbody>
</table>
**Viewing Gifts to Your Fund**

To view gifts to your fund, select the “Gifts” tab from the top toolbar.

You can also export a spreadsheet of contributions to your fund by selecting the “Export” option from the top toolbar.

<table>
<thead>
<tr>
<th>Date</th>
<th>ID</th>
<th>Contributor</th>
<th>Description</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/22/2020</td>
<td>19711</td>
<td>Anonymous</td>
<td>TEST DONATION</td>
<td>Cash</td>
<td>37,965.48</td>
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<tr>
<td>10/22/2020</td>
<td>19713</td>
<td>Anonymous</td>
<td>TEST DONATION</td>
<td>Check</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

**Viewing Scholarship History**

To view your scholarship history, select the “Grants” tab from the top navigation bar. Here, charts detail your grant totals by recipient and over time. By clicking on any of the headers in the “Grants” table, you can sort your scholarship history by column.

You can also export a spreadsheet of awarded scholarships by selecting the “Export” option from the top toolbar.

<table>
<thead>
<tr>
<th>Grant Recipient</th>
<th>Grants</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTS of Prince William County</td>
<td>1</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Community Foundation for Northern Virginia</td>
<td>1</td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>ID</th>
<th>Status</th>
<th>Recipient</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/22/2020</td>
<td>6445</td>
<td>Paid</td>
<td>ACTS of Prince William County</td>
<td>COVID-19 Response Fund for Northern Virginia - Designated</td>
<td>2,500.00</td>
</tr>
<tr>
<td>12/22/2020</td>
<td>6446</td>
<td>Paid</td>
<td>ACTS of Prince William County</td>
<td>For COVID-19 Relief Efforts in Northern Virginia</td>
<td>5,000.00</td>
</tr>
<tr>
<td>12/22/2020</td>
<td>6448</td>
<td>Paid</td>
<td>ACTS of Prince William County</td>
<td>EOV Campaign for Emergency Food Assistance Needs</td>
<td>2,500.00</td>
</tr>
</tbody>
</table>
Forgot Your Password?

If you forget your password or would like to reset your password, go to the Donor Portal login page and click *Forgot Password?* Foundant will send an automated email to the address on file with CFNOVA to walk you through resetting your password.

If you have tried to reset your password and your login attempts fail, or if you cannot remember your username, contact Stephanie, our Director of Donor Relations, using the information below.

Your Donor Services Team

If you have any questions or require assistance granting from your fund, contact the CFNOVA team at [Stephanie.Valdes@cfnova.org](mailto:Stephanie.Valdes@cfnova.org) or **407.300.8326**.

**Stephanie Valdes**  
*Director of Donor Relations*  
[Stephanie.Valdes@cfnova.org](mailto:Stephanie.Valdes@cfnova.org)

**Josiah Day**  
*Director of Development*  
[Josiah.Day@cfnova.org](mailto:Josiah.Day@cfnova.org)

**Moses Ulom**  
*Gifts and Grants Administrator*  
[Moses.Ulom@cfnova.org](mailto:Moses.Ulom@cfnova.org)
Investment Policy Statement
Community Foundation for Northern Virginia

About the Community Foundation for Northern Virginia
The mission of the Community Foundation for Northern Virginia (the “Community Foundation”) is to grow philanthropy to respond to critical needs, seed innovation, and lead and convene the community. Comprised of donor-advised funds, permanent funds, and other charitable giving vehicles, the Community Foundation helps to connect donors to the community and to promote more equitable and inclusive prosperity.

Purpose and Background
The Community Foundation Board of Directors (“Board”) is ultimately responsible, as a fiduciary, to manage all of the Community Foundation’s assets and investments. In order to carry out these responsibilities, the Board has established an Investment Committee (“IC”).

The IC is responsible for establishing the Investment Policy Statement (“IPS”) to guide the investment of the Community Foundation’s assets. The IPS describes the overall investment guidelines and the framework, including the degree of overall investment risk that the IC deems appropriate, using prudent investment principles while achieving the long-term target total return to fund the Foundation’s ongoing annual operational and grantmaking budget in perpetuity.

The purpose of this IPS is to assist the Board of the Community Foundation and its IC in effectively managing the investments of the Community Foundation’s assets. It defines and assigns the responsibilities of all involved parties, articulates the framework in which the portfolios will be managed as it relates to risk and return objectives as well as constraints, and establishes a basis for evaluating performance.

This IPS addresses the following issues:
- The general goals of the Community Foundation
- The specific investment objectives of the Community Foundation
- Asset allocation and rebalancing policies
- Measurement and evaluation of investment performance and applicable benchmarks
- Policies and guidelines for Investment Advisors (IA’s)

Policy
The investment goal of the Community Foundation is to earn a total return that will provide long-term preservation and growth of the Community Foundation’s invested assets. To meet this goal, the Community Foundation maintains a diversified total portfolio that is invested in various asset classes and investment styles.
As a prudent investor, the Community Foundation’s IPS takes into account general economic conditions, the possible effect of inflation or deflation, the role that each investment or course of action plays within the overall investment portfolio of the Community Foundation, any special relationship or value of an investment to the mission of the Foundation, the expected total return of the portfolio, including both income and appreciation of investments, other resources of the Community Foundation, and the Community Foundation’s needs to make grants in furtherance of its mission.

Roles and Responsibilities
The Community Foundation’s IC is authorized by the Board to act on its behalf subject to this IPS. The IC, in turn, is authorized to delegate certain responsibilities to one or more professional experts in various fields, including the flexibility to retain, terminate, or replace any outsourced, third-party Investment Advisor (IA). This delegation of authority allows for enough flexibility in the management process to capture any investment opportunities as they arise. Further responsibilities are detailed below.

The IC is responsible for:
1. Establishing, reviewing, and maintaining the IPS and target asset allocations
2. Monitoring the net-of-expenses performance and risk profile of the investment portfolio of the Community Foundation as a whole
3. Reviewing the IA’s implementation of the IPS
4. Hiring, terminating, or replacing any IA
5. Briefing the Board at least annually on the investment performance of the Community Foundation’s assets.

The Investment Committee may delegate any of its responsibilities from time to time in writing (email) to either the President or the Director of Finance in order to implement the IC’s goals, responsibilities, and tasks.

Each of the Community Foundation’s third-party IA’s are responsible for:
1. Reviewing, disclosing, and addressing all potential conflicts of interest
2. Selecting, rebalancing, terminating, and making tactical shifts between IMs
3. Monitoring the appropriateness of each IM’s strategy given the Community Foundation’s overall investment strategies, philosophies, and objectives
4. Monitoring the investment performance of each IM compared to the benchmark established for that manager
5. Overseeing the investment of the Community Foundation’s assets entrusted to them
6. Preparing and delivering quarterly performance reports, within 15 days after the end of each quarter, reflecting the status of the Community Foundation’s investments to the IC and/or Board and written statements which will include a summary of the actions taken with respect to the Community Foundation’s assets under management and the rationale behind those actions.

Types of Investment Assets
The Community Foundation’s invested assets are currently comprised of the following:

The Permanent Fund for Northern Virginia (Endowed)
The Permanent Fund for Northern Virginia is a collection of endowed funds that is being developed by the Community Foundation and used for the organization’s own discretionary grantmaking across Northern Virginia. Most of the funds that comprise The Permanent Fund are
dedicated to grantmaking in particular fields of interest, for example, poverty relief, child and youth development, the environment, military personnel, and their families, etc. One fund is an operating endowment that may be used by the Community Foundation to supplement its annual operating budget needs. One fund is an entirely unrestricted endowment and may therefore be used by the Community Foundation for any purpose across the region that is recommended by Community Foundation staff and approved by the Board. All of the endowed funds that comprise The Permanent Fund are pooled for investment purposes and intended to be held in perpetuity with a target spend of 5% per year.

**Donor Established Funds (Endowed)**

These are donor-established funds that include endowed donor-advised funds (“DAFs”), scholarship funds, designated funds, agency endowments, and the like. All donor-established endowed funds are intended to be held in perpetuity with a target spend of 5% per year.

**Donor Established Funds (Unendowed Pass-Through)**

These are also donor-established funds but have been created as “pass-through” funds, meaning that their entire balance is available for grantmaking or scholarship distribution at any moment in time. Donors who establish a pass-through fund may request that all or a portion of the fund balance be invested in the market. Because these funds are “pass-through” in nature, they are not intended to be held in perpetuity.

**Investment Goals and Objectives**

The Community Foundation’s investment goals and objectives for its invested assets are as follows:

**The Permanent Fund for Northern Virginia (Endowed):**

- All funds that comprise The Permanent Fund are endowments and are intended to be held in perpetuity.
- The investment goal for The Permanent Fund is, therefore, to earn a total return that will provide long-term preservation and growth of these assets.
- The overall investment strategy will emphasize safety and preservation of corpus over return and protection of the corpus. Professional IA management of The Permanent Fund will at all times use highly diversified, low-cost, proven investment strategies and investment managers.
- Investment Time Horizon: +10 Years

**Donor Established Funds (Endowed):**

- All endowed donor established funds are intended to be held in perpetuity.
- The investment goal for such funds is therefore identical to the investment goal for The Permanent Fund for Northern Virginia as described in the preceding paragraph above.
- Time Horizon: +10 Years

**Donor Established Funds (Unendowed – Pass-Through):**

- The investment goals for unendowed pass-through donor established funds are long-term growth consistent with the liquidity required for grantmaking over the time-horizon outlined by each pass-through donor-established fund.
Benchmarks and Returns for The Permanent Fund and Endowed Donor Created Funds:
The expected return objective for The Permanent Fund and for endowed donor-created funds, measured over rolling five-year and seven-year periods, is to provide a nominal annualized total return of seven percent (7%), net of advisory fees.

Equity Benchmarks
- To be determined by the IC in conjunction with the IA’s that are selected to manage Community Foundation investment assets.

Fixed Income Benchmarks
- To be determined by the IC in conjunction with the IA’s that are selected to manage Community Foundation investment assets.

Asset Allocation
Diversification across the permitted asset classes is a core principle of prudent portfolio management. All Community Foundation asset portfolios shall be broadly diversified in a manner that is in keeping with fiduciary standards to limit the impact of large losses in individual securities on the total invested assets. The IC will evaluate IPS asset allocation targets and ranges for the Community Foundation and will review each at least annually.

The IC defines primary real risks as follows:
- For The Permanent Fund and for endowed donor-created funds, the primary real risk is a loss below the value of the endowments when originally established and potential erosion of value through inflation.
- For all Community Foundation invested assets, the primary real risk is an unreasonable loss by IA’s relative to specified IPS benchmarks:

Target Asset Allocations

<table>
<thead>
<tr>
<th>Equity</th>
<th>0-80%</th>
</tr>
</thead>
<tbody>
<tr>
<td>US</td>
<td>0-80%</td>
</tr>
<tr>
<td>Developed Intl</td>
<td>0-30%</td>
</tr>
<tr>
<td>Developing Intl</td>
<td>0-25%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fixed Income</th>
<th>10-40%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corp</td>
<td>0-100%</td>
</tr>
<tr>
<td>Govt</td>
<td>0-100%</td>
</tr>
</tbody>
</table>

| Cash           | 5%-10% |

Target Asset Allocations may be further refined by the IC in conjunction with selected IA’s.

Liquidity
Liquidity is required to meet the grantmaking needs of the Community Foundation’s investment assets.
• For those who manage The Permanent Fund assets and endowed donor-created fund assets, liquidity needs are 5% of the value of the funds for grantmaking, plus liquidity to cover administrative and advisory fees.
• For those who manage unendowed pass-through donor-created funds, liquidity needs will vary according to the grantmaking activity level of the donors who created them. IA’s should therefore keep abreast of such needs on a donor-by-donor basis and manage the portfolio accordingly.

**Asset Class Guidelines**

**Cash**
Cash is the principal source of liquidity for grantmaking for the Community Foundation. It will be invested in only the safest assets, including Treasury bills, Agency notes, or very safe money market instruments that focus on Treasury bills and equivalents. The focus is on safe, highly liquid assets as opposed to generating significant yield.

**Fixed Income**
The purpose of the Fixed Income allocation is to create some measure of diversification for managed funds. Preservation of principal is a core emphasis of this allocation. A current risk for cash and high-quality fixed income is the possibility of negative real returns or returns which are less than the rate of inflation.

**Global Equities**
The purpose of the allocation to Global Equities is to provide long-term capital appreciation and diversification. Equity managers will be selected with the objective of building a portfolio that is diversified by geographic region, economic sector, industry, and market capitalization. The objective in selecting equity managers is to generate average annual compounded returns higher than those of relevant broad market indices (i.e., the S&P 500, the Russell 1000, MSCI EAFE, MSCI World, etc.), net of fees, over full market cycles (7-10 years).

**Alternative Asset Classes – Hedge Funds, Private Equity,**
The IA will not invest in these asset classes without the written authorization of the IC Chair and the CEO of CFNOVA.

**Real Assets**
In general terms, Real Assets allocations seek to deliver long-term results that are a premium to public equity market returns and also protect long-term purchasing power. Real Assets investments may include real estate, energy, timber, and commodities. Real estate may be comprised of properties or REITs in various operating segments - office, retail, hotel, industrial, and multi-family. Global energy, timber, and commodity investment funds commit capital to investments that develop resource opportunities or to companies that provide services to the sector, such as gas processing or contracted drilling. Across the Real Assets sectors, managers generally seek some balance between income, stability, and risk, which can drive capital appreciation. Any allocation to Real Assets will be considered part of the equity asset allocation targets and must be made in publicly traded securities only.
**Foundation’s Spending Policy**

The Community Foundation has a Board approved spending policy for grantmaking assets to help ensure a reasonable, predictable, and sustainable structure that supports the mission of the Community Foundation. A copy of the Spending Policy is available upon request. The policy applies to all endowed funds. It does not apply to unendowed pass-through funds. It is designed to ensure that the Community Foundation remains a perpetual and meaningful provider of grant support and civic leadership services to the community by seeking preservation and growth of all endowed assets. Spending related to any endowed fund is also subject to limitations of the Virginia Uniform Prudent Management of Institutional Funds Act (UPMIFA).

- **Spending Limitations**: In the year a new endowed fund is established, charitable distributions will be limited to 5% of the Fair Market Value (FMV) of the fund on the date of the last quarterly report. Annual spending from existing funds for charitable distributions will not normally exceed 5% of the average principal value of each fund on June 30 of the preceding 3 years (or up to 11 quarters if the fund has been in existence for less than three years).
- **Periodic Review**: The spending policy will be periodically reviewed and is subject to change by the Board in order to fulfill the Community Foundation’s goals and objectives.

**Rebalancing**

At times, markets may move in such a way that normal cash flows will be insufficient to maintain the actual asset allocation within the permissible minimum and maximum ranges as set forth in this IPS. In these cases, on a quarterly basis, rebalancing should take place, and resulting proceed balances will be transferred as necessary between the asset types to bring the allocations back within the permissible ranges as described herein.

Interest and dividends generated by invested assets will be re-invested according to the IA’s judgment unless otherwise directed by the IC. The IA will be responsible for making recommendations to the IC about additions or withdrawals to or from different IMs, as per Roles and Responsibilities.

**Monitor / Meeting / Review Schedule**

The IC and IA’s will meet in person or via a video conference call to review the performance and the IA’s compliance with objectives and guidelines at least once/year or as otherwise determined necessary and advisable by the IC.

The IC will utilize the most recent quarter IA reporting to review compliance with stated investment policies along with since-inception, one, three, and five-year portfolio investment performance on a quarterly basis in conjunction with scheduled Board meetings.

The overall health of the portfolio will be monitored by comparing the performance of the Community Foundation’s invested assets against the selected benchmarks in the IPS. This IC should review such performance with the Board at least annually at Board meetings.

**Conflict of Interest Policy**

Any individual IA retained by the Community Foundation to manage its invested assets must be independent of the Community Foundation and its Board members and should not have any conflict of
interest. All potential conflicts of interest will be fully disclosed, discussed, and decided by the Board in consultation with the IC.

Policy Review
This Investment Policy Statement will be reviewed periodically by the IC. Any amendments thereto suggested by the IC will be brought to the Board for discussion and vote.

Approval
This Investment Policy Statement has been approved by the Board on April 15, 2021.