

For Good, For Community

Who we are

The people involved with the Sarnia Community Foundation work towards building a vibrant, inclusive, livable Lambton County. Twelve members of the community serve as the Board of Directors and SCF relies on them and a number of committee volunteers for their expertise and community knowledge.

The day to day operation of the Foundation is managed by an Executive Director and an Office Administrator who ensure that the Foundation operates professionally and cost effectively. From time to time we also have coop students and contract employees managing components of the administrative load.

SCF is registered as a public foundation under charity number 11922 7452 RR0001, is a member of the Community Foundations of Canada and is accredited by Imagine Canada. Our preference is to support projects and programmes in Lambton County but we are able to and regularly make grants to organizations throughout Canada.

What we do- How we work for the community

Since 1983 the Sarnia Community Foundation has served the residents of Lambton County by

- working with donors to build
 - a capital base that will support multiple projects and programmes over many years
 - a short term pool of funds that will support a community based project or initiative immediately or within a five-year period. Longer terms can be accommodated.
- making grants to community agencies that provide direct service that will enhance quality of life. That includes support for the arts, social services, education, children and youth, health care, and the environment. SCF also manages a growing number of scholarships on behalf of the community and donors. Despite our name we grant well beyond Sarnia's boundaries and are uniquely positioned to help donors achieve their charitable intent following CRA disbursement guidelines.
- supporting leadership initiatives in the community through actively researching emerging trends, facilitating partnerships and understanding community needs.

Donations made to SCF are directed to the fund or project identified by the donor. Receipts for tax purposes are issued according to the regulations established by the Canada Revenue Agency.

Donations made to a fund within the capital base are not generally spent. Those donations are invested and the income the capital base generates is then given back to the community. Our first donation of 25 dollars is still at work. Donations made to short term project funds are spent in the time frame identified for the project.

Over our history, most of the donations we have been entrusted with have been less than 100 dollars but as a part of a larger pool those donations have made more than four million dollars of grants to more than 135 agencies throughout Lambton County. We also grant throughout Canada based on donor advice.

Some donors want to direct grants made from the funds they give to SCF and by creating a permanent or endowment fund in support of a charity this can be done. A formal agreement will be created for each of these funds that will identify the name of the fund, its purpose and the preference for the distribution of the income and /or capital. We encourage donors to discuss their wishes with their families and their professional advisors when considering the establishment of a fund.

Fund Creation and Donation Options

Permanent Gift Funds/ Endowment Funds

| | Minimum Donation | Minimum can be pledged | Grow to Donor Advised Level | Annual Grant Disbursement |
|---|--|------------------------|-----------------------------|--|
| SCF Community Fund | None | | | SCF Grants Committee |
| Named Fund | \$5000.00 | Yes | Yes | SCF Grants Committee |
| Designated Fund | \$10,000.00 | Yes | Yes | Donor Advice to the Board |
| Donor Advised Fund | \$25,000.00 | Yes | No Maximum | Donor Advice to the Board |
| Community Fund (for Municipality or Government Body) | None Fund Development in concert with SCF | | No Maximum | Directed by a managing committee established with SCF involvement (Restrictions may apply) |
| Agency Fund | \$10,000 suggested | Yes | No Maximum | Directed by Agency (Restrictions may apply) |
| Business Fund | \$30,000 suggested | Yes | No Maximum | Donor Advice to the Board |

SCF offers community agencies and donors other options in making a lasting difference in the community

| | Minimum Donation | Minimum can be pledged | Grow to Donor Advised Level | Annual Grants |
|--|------------------|------------------------|-----------------------------|---------------------------------------|
| Combination Funds Endowed + Flow Through | Yes | Negotiated | Yes, within the Endowment | Flow through must be granted annually |

Restrictions:

1. Percentage to endowment established at outset/ remainder flow through.
2. Minimum 20% to endowment
3. Qualified Donee or Field of interest must be identified at start up.
4. Regular contributions to endowment must be made.

| Flow Through Funds | Minimum Donation | Minimum can be pledged | Grow to Donor Advised Level | Annual Grants |
|---|-----------------------------------|------------------------|-----------------------------|---|
| SCF Permanent Fund Holders | To top up an annual grant | | | Must be paid out in calendar year |
| Community Projects involving a qualified Donee | 10,000 minimum | Up to 3 years | No | SCF must be directly involved in all decisions |
| Established Community Group (looking to establish themselves as a charity) | Yes. Endowed Fund must be created | No | In the Endowment | SCF must be directly involved in all decisions at start up and for fund raising |

What happens once a fund is established?

Donors establishing a fund receive a copy of their fund agreement and can choose to have the Foundation publicize the establishment of the fund. They will also receive a receipt for tax purposes, a thank you call from a member of the Board and are invited to attend Foundation donor functions. On an annual basis the

fund holder or agency representing the fund holder will be apprised of the value of the fund and the impact that it has had on the community.

All donations to our permanent funds are pooled and professionally invested. As a general rule, we do not spend the capital though a fund may be developed that is time limited in nature depending on the wishes of the donor. Additional capital may be added to funds at any time.

What Fees Are Charged?

There is no cost to set up a permanent Fund or for the advice of the Foundation in considering the options for charitable giving. Once a fund is established, the foundation calculates a fee based on the value of the fund and the complexity in administering the donor's wishes. For permanent funds fees are taken from the income the Foundation earns on the capital pool so the donor/agency does not receive a bill for service. Generally, the rate is 1.5% of the year end closing balance. This charge is directed to the Foundations operating account. The final percentage is specified in the fund agreement and can be changed by the Foundation's board as circumstances require. Funds that are held by the Foundation for a short period of time will be charged a fee for service that is taken from the donations received. That fee will be identified in the fund agreement.

What Information and Recognition Will Donors Receive?

The donor is consulted about the level of publicity they wish to have for their fund and those wishes are included in the fund agreement. The name of each permanent fund will be published on both our website and in our Annual Report, unless anonymity is requested. The amount of the donation is NOT published unless the donor gives permission.

Fund holders can expect at least one personal note or phone call from the Foundation annually. These will not be requests for further funds though fund holders are always welcome to add to their fund. Some choose to have family and friends donate to their fund in recognition of anniversaries, birthdays or other life events.

Each donor receives our Annual Report including a summary of our audited financial statements. Fund holders at certain levels also receive personalized reporting with regard to the balance of the fund, the charitable grants made from their Fund and options for future granting.

Why use the Foundation?

We help our community thrive by helping to build a community that is vibrant and resilient. As a public foundation, we are charged with the responsibility of being good stewards of the funds entrusted to us. We take that responsibility seriously and have a number of distinct advantages for charitable giving.

- **Flexibility:** Several charitable organizations or causes can be provided for with a single gift.
- **Agility:** Almost any charitable intent can be realized by setting up a fund, including the arts, culture, heritage, social services, health care, education, children & youth, environment, and recreation.
- **Permanence:** Unless otherwise specified by the donor, their Fund will remain invested in perpetuity with continuing income being directed to charities. Identified by the donor. Donor directions for disbursement of the income can be honoured even after the donor or their successors are no longer able to provide direction.

- **Recognition:** Fund holders receive recognition in our annual report and other publications. The donor's fund is identified to the charities receiving grants from their fund.
- **Investment Expertise:** All funds are managed by one or more professional firms with proven long-term track records approved by the Foundation's board of directors. Such investments are carefully monitored and are housed within a balanced portfolio that is intended to generate income on an annual basis.
- **Tax Benefits:** Since the Sarnia Community Foundation is a registered charity, donors receive a tax receipt for contributions. The Foundation is also able to accept gifts of stock, life insurance and other property and can, with proper valuation, provide tax receipts for these gifts.
- **Cost Effective:** With an overall administration fee of 1.5% or lower, the Sarnia Community Foundation provides an attractive alternative to those considering the establishment of a private foundation. Our threshold levels for charitable fund establishment are generally lower than those administered by banks and their philanthropic foundations. Using the Foundation as a vehicle for giving eliminates the operational costs of running a private foundation.
- **Community Benefits:** Through its active role in Sarnia and Lambton County community, as well as its annual charitable grants, the Foundation has proven to make a significant difference to the quality of community life.
- **Local Control:** The Sarnia Community Foundation Board is comprised of residents of Lambton County. Our committee members are residents of Lambton County. The work of the Foundation is completed and supervised by people who live locally and know the community.

A Final Word

Our Vision

A vibrant, inclusive, livable Lambton County

Our Mission

Granting to community charitable causes by growing and managing funds that will make a difference forever.

Our Values

- **Integrity:** We hold ourselves to the highest ethical standards and best business practices.
- **Stewardship:** We prudently manage the resources entrusted to us, seeking both growth and preservation of the capital.
- **Caring:** We are receptive to all charitable initiatives and actively seek ways to benefit the community.
- **Collaboration:** We work effectively with our community partners to provide for the needs identified in the community.
- **Confidentiality:** We respect the privacy of all individuals and organizations.

We're happy to answer questions you might have. You can find further information about us and our work on our website www.sarniacommunityfoundation.ca or by calling us at 519-332 2588.