Welcome To Community Philanthropy

An Introduction to Community Savings Accounts
Dear Community Leader:

Congratulations, and welcome! You have joined an elite group of South Dakota leaders who value their state and their communities. Your commitment to make a difference through a Community Savings Account (CSA) is a very powerful thing. Thank you for your support and continued efforts to make South Dakota sustainable.

Our local CSA boards operate independently in respect to the management of funds. As a new member of a local CSA board of directors, there are a few things you should know:

• **Fundraising is important!** All boards are comprised of DOERS, DONORS AND DOOR-OPENERS. Don’t be intimidated by fundraising. Raising money is about building relationships, and “the ask” only makes up 20% of the equation. The balance of the work includes research, recognition, retention and donor engagement. Throughout this guide we will give you tips to boost financial support for your CSA that all volunteer board members can get behind.

• **People don’t buy what you do, they buy WHY you do it.** Your belief in the value of the CSA will be contagious. Not everyone will buy into what you are doing, but there are always people that will believe in the reason you are doing it. Remember that when telling others why you believe building a local community foundation will support the future growth of your community.

• **Giving back is fun!** You’ll find that the more quality grants that are given to the community, the more excited people will be when talking with you about the possibilities of this foundation. Good grantmaking = good fundraising.

• **No cookie-cutter approach:** Each community is unique and will require equally unique approaches to fundraising and grantmaking. Creative and innovative ideas for building your community and developing partnerships will be needed.

In order to help you start your journey as a local CSA leader on the right track, we’ve compiled an orientation guide for your review. Please consult your board chair or the South Dakota Community Foundation with any questions or comments regarding the following information. We hope it will be helpful to you.

THANK YOU for volunteering your time to make a difference!

Sincerely,

South Dakota Community Foundation Team
Our History
The South Dakota Community Foundation (SDCF) was created as a public, charitable foundation in 1987, as part of the late Governor George S. Mickelson’s vision for South Dakota’s second century.

“I think, ladies and gentlemen, you and I will remember this day for a long time. What we are doing here today will have a profound effect on the future of the state of South Dakota.”
Governor George S. Mickelson discussing the establishment of the South Dakota Community Foundation

To establish the SDCF, the McKnight Foundation and 3M Corporation issued a $5 million challenge grant to the state of South Dakota. The grant memorialized the life of South Dakota native William L. McKnight, a former CEO of the 3M Corporation and founder of the McKnight Foundation. The state of South Dakota committed $2 million, and within twelve months, SDCF leadership raised the additional $3 million from private donors to fulfill the challenge grant.

Today, the SDCF holds approximately $250 million in total assets and manages more than 800 endowed funds. Earnings from these funds support charitable needs and causes throughout the state. With the continued generosity of South Dakotans and solid investment returns, the SDCF will continue to serve individuals, families and communities across the state for generations to come.

FUND TYPES
- **Community Savings Accounts**: benefit a specific community or region. Grants are awarded at the recommendation of the local board of directors.
- **Scholarship Funds**: benefit high school graduates pursuing higher education opportunities.
- **Donor Advised Funds**: allows donors to recommend qualified charitable organizations for grants.
- **Designated Funds**: benefit specific charitable institutions named by donors.
- **Unrestricted Funds**: allow donors to entrust funds to the SDCF board of directors to be used to meet pressing and changing charitable needs in South Dakota for years to come.
- **Agency Endowment Funds**: created by a charity to provide long term support for their mission.
- **Field of Interest Funds**: benefit areas of interest, specific issues, populations or geographic areas without identifying individual organizations.

Endowment Fund Concept
The South Dakota Community Foundation (SDCF) manages funds supporting charities, communities and scholarships in all 66 South Dakota counties and beyond. Donors make contributions, which the SDCF pools and invests in the stock market for long-term returns. As a fund builds value, it makes grant awards from a portion of accumulated earnings, ensuring the fund grows and remains a source of community benefit for generations to come.

Example Fund
The fund below depicts a $100,000 endowment fund started with the SDCF in 1995. This example fund experienced all real gains and losses, a 1 percent administration fee, and distributed 100 percent of its available funds each year.*

In 20 years, this $100,000 donation funded $122,534 in grants throughout the state of South Dakota — more than its original endowment. Not only that, but the fund also grew to $147,056 — an increase of $47,056.

*Please note that this does not depict any specific fund held with the SDCF. It is only intended to illustrate how a fund’s value, and the value of the distribution, can change over time. We used historical data for this example and it does not guarantee, nor predict, future market and fund performance.
In South Dakota, 76 communities utilize Community Savings Accounts (CSA) to address needs in the areas of culture, economic development, education, health, infrastructure, and human services by accepting tax-deductible contributions from donors and investing those assets for the future of the community. A local group of volunteers then recommends to the SDCF how the available funds should benefit its community.

Each year, 4.5% of the CSA's average fund value is made available for grants and scholarships to be given by the volunteer board of directors. In the previous fund example, a $100,000 fund would have around $4,500 available for grants at the beginning of the year. If those available funds are not utilized, they will be rolled-over and added to the next year's allocation. A CSA can be a wonderful asset for communities of all sizes, and should be in every community in South Dakota to ensure a vehicle exists for people to give back to their community.

CSA BENEFITS

- $101 Billion will be transferred from one generation to the next in South Dakota by 2060. A CSA creates a vehicle for people to give back to their community, whether during their lives or in their estate.
- Your community foundation operates as a verified nonprofit under the tax-exempt status of the South Dakota Community Foundation.
- The CSA funds are managed by a local board of directors, which ensures grants and scholarships meet the current and future needs of the community.
- As the fund grows, so does the amount available for community improvement.

CSA Success Traits

- A CSA is a one-stop-shop for community giving. Giving to the local CSA is a gift to all nonprofit groups and organizations in the community.
- Giving to a CSA is simple. The SDCF staff is happy to help facilitate all gifts.
- Challenge grants are available from the SDCF to help your CSA grow.
- Donors can leave a family legacy, or remember loved ones, through named sub-funds, which will be managed by the local CSA board.

The Best time is Yesterday

There is never a bad time to start a foundation for your community. By doing so, you create a charitable vehicle for residents and businesses to give back to the community forever.

In our years of experience with CSAs, we’ve identified specific qualities exemplified by communities who have successfully grown their funds and as a result given more grants each year.

CSA Success Traits

- **Belief in the CSA Concept:** People will not buy what you do, they will buy WHY you do it. If you believe a CSA will help your community grow and prosper, and you tell people that, you will find other like-minded individuals who are willing to help out. You really have to want it!
- **Shared Community Vision:** Residents must care about the future of your community. Plain and simple. This begins at the leadership level.
- **Active Leadership:** A small group of stakeholders who believe in what a CSA can do for your community will be instrumental to your CSA's success. The local CSA board of directors should be a group of well-respected, trusted individuals in the community with diverse backgrounds and experiences. Five to seven active board members is a good fit for most communities.
- **Desire for Community Improvement:** There are many worthy groups and organizations making a difference in our communities. CSAs can help by providing financial support for important charitable projects and programs. It feels good to give back!

“We ask donors to not give until it hurts, but to give until it feels good.”

Herb Sundall
Greater Lyman Area Foundation

“‘It’s like planting trees: The best time to do it is yesterday. The true benefits will come once it is fully grown.”

Tom Labrie
Greater Clark Area Community Foundation
STARTING YOUR FUND

Now that you know what it takes to join the ranks of our most elite communities, it is time to get started.

Step #1: Rally the Troops
Call a meeting of community leaders to discuss interest in moving forward with a local foundation. Set a date/time to meet as a group and prepare to explain the CSA concept.

Step #2: Contact the South Dakota Community Foundation
We’ll join your group for a discussion and answer questions from community leaders. Call us anytime at 800.888.1842.

Step #3: Make the Commitment
Once you decide to create a CSA for your community, formally organize board leadership and adopt bylaws. Examples of bylaws may be found at sdcommunityfoundation.org/resources

Step #4: Secure Your First Donation
A contribution will be required to officially establish the fund. Recruit crucial local businesses (banks, clinics, etc.) or community leaders to make an initial commitment to get started. Once you’ve secured a donation, sign a fund agreement. Examples are in the Resources section of this guide.

Step #5: Share and Set Goals
Set fundraising goals, delegate responsibilities and ask the SDCF about starting a matching challenge.

Step #6: Spread the Word
Take photographs of donors making contributions for the local media or invite reporters to attend check presentation events. With the media’s help, you’ll start fundraising for your cause! Share your vision with the community. Rack cards/brochures, memorial cards, fundraising letters and press releases should all be considered to spread the word to local residents and alumni.

HELPING YOUR FOUNDATION GROW

The Five Rs: Fundraising for the Future

Fundraising can frighten the most passionate volunteers and prevent them from serving this worthy cause. But it is important for everyone to know that asking for money is only 20% of the fundraising formula. There are plenty of other opportunities for board members to be a part of fundraising process without making a direct ask for support.

#1 Research
Knowing your donors and determining their interest and capacity to give.

Knowing who your donors are and why they are supporting your foundation is important. Conversely, knowing who is not giving to your foundation and the reason why can tell you a lot about how to reach new donors. The research phase of fundraising is a chance for your board to learn about your current and prospective donors and how you can build relationships with them.

Types of Donors

Annual Givers: Give small, sustaining gifts to the foundation without a second thought. They believe in the mission and vision and will respond quickly to direct mail, special events or special projects. The majority of your relationship with these individuals will be in the request and recognition phases.

Major Giver: These donors give special/major gifts to the foundation. The gifts are typically 10 – 25 times the value of annual gift amounts. These donors do not give often, and will often require more information and time to consider their gift. Partnering with these donors requires regular cultivation efforts, personal solicitation, invitations to special events, direct mail and involvement requests. They often respond well to recognition.

Legacy Giver: These folks leave a once-in-a-lifetime expression of support. These are individuals that have a long-term relationship with the foundation and its work. Gifts like this take planning and time to develop. These donors will usually seek professional input from advisors before moving forward. A gift of this magnitude signifies a total commitment to community and the board who manages it. They may be interested in a named subfund to create a legacy for their family name. This type of gift requires very little asking of these individuals, but more relationship building and education about why the fund exists and what it does for the community.

Knowing where your donors land on the gifting scale can help lead your development efforts for each. You’re ready for Step 2: Romance.
#2 ROMANCE
Building relationships takes time.

Once you know who your donors are, you can begin the cultivation process. This is where you connect with donors/supporters before asking them to support your cause. It is all about educating (both parties), and understanding the goals of the donor.

Educate: Start with Why
People will not buy what you do, they buy WHY you do it. When talking about your CSA, start with WHY, and then tell them how it will make your community better.

- **Press Releases and Articles:** This is a good way to promote the grants that you give back to the community. Good grantmaking = Good fundraising, but only if you promote it.
- **Rack Cards/Brochures:** Inform the public about the CSA and provide them with an opportunity to give. The SDCF has many examples of brochures that other CSAs have created.
- **Community Gatherings:** Volunteer or sponsor community events or create your own foundation events to build awareness. You never know what conversations might come out of these opportunities.

Inform: The Perfect Elevator Pitch
You’ll be surprised about the number of people who forget that you are helping with the CSA, or even that your local foundation exists. A good elevator pitch will help you keep them informed, even if just in passing. It should include:
- an interesting opening
- the mission of the foundation (why it exists)
- why you’re involved
- a call to action (what you want them to do)

Elevator pitch scripts

**1 MINUTE VERSION**
I am on the board for the _____________. We believe in/that _________________.

We do this by _________________.

Because the foundation can give to any charitable organization, we are a one-stop-shop for anyone interested in giving back to the community. We have already given over $ ________________ in grants. Recently, I’ve been really proud of _________________.

As our fund grows, so will the grants we can give back to the community. Our goal is to have $ ________________ by the year ___________. You can help by _________________. We really appreciate you.

**:30 SECOND VERSION**
I am on the board for the _____________. We believe in making our community/communities better by _________________. We have already given back $ ________________ to our area communities. Our goal is to have $ ________________ in our fund by the year ___________ so that we have $ ________________ to give back each year to help our community grow. You can really help us out by _________________. Thank you!
They will not say yes unless you ask.

About 15% of your donors will support you no matter what if they believe in why you are building a local foundation. This is fine, but you are missing out on a lot of folks who would write you a check if they were only asked.

Ways to Ask

In person: While this might be the most uncomfortable thing for volunteer board members to do, it is THE BEST way to raise money for your foundation. What is the worst thing they are going to say? “No”.

Ideally, a board member with a connection to the specific donor should have the conversation. An SDCF development person can also accompany the local board member. To get started, ask all of your board members to write down the top five people in the community who they feel would be able to give to the foundation. Have them do this while they are alone, or in a private setting, not in a board meeting. At the next meeting, make a priority list of 10-15 community members and increase the fund’s size, but to bring value to the community. Thank you events, free estate planning seminars, fun gatherings (bingo, fun runs, potlucks, community festivals, etc.) all provide value to residents and build awareness of the foundation. There are many great events benefiting Community Savings Accounts in the “Ideas that Work” section.

Memorial Card Program: Allowing people an opportunity to give contributions to the community to remember a lost friend or loved one can have a significant annual impact on your local foundation. Produce a simple or elaborate “giving card kit” that can be placed in churches, funeral homes, banks, businesses, etc. The kit should include a sympathy card and envelope for the donor to send the family of the lost loved one along with an envelope for the donor to mail their contributions to the CSA.

Media: Local media outlets can help spread the word about a foundation’s efforts. They are usually happy to be supportive and share the good work happening in the community. Invite them to upcoming events, talk with them about interesting stories connected to the foundation, and advertise fundraising and grant making efforts. Always include photos of events and grant and donation check presentations! And don’t forget social media. That’s free!

Publications: Rack cards and brochures not only educate and inform, but also provide an opportunity for donors to make a gift. We have samples at the SDCF if you would like some ideas.

CONVERSATION TIPS

Show your passion.

Get the donor excited about the possibilities that exist and what their involvement could mean.

Be engaging, inquisitive, and open to objections.

Don’t be afraid to name drop other residents with clout who have supported the fund.

Above all, have a genuine conversation with a fellow resident about the community you both care about.

Storytelling: Telling the story of your foundation and why it exists can be done in many ways. Online video, audio and written word stories are the best ways to build awareness and get people excited about what you are doing. You may also consider speaking with local service groups in your community or attending community events to tell stories about the foundation and the great work you are doing. Recruit great writers and speakers in your community to help tell the foundation’s story.

Challenge Grants: Partnering with individuals, businesses or the SDCF to offer matching challenges to the community has proved to be an excellent way to encourage giving. If people were willing to give without incentive, imagine how excited they will be when they find out their dollars are being matched by local organizations or individuals. This creates a collective sense of urgency and excitement.

Good Grantmaking: Good grantmaking = good fundraising. Post photos of check presentations, and tell the stories of your grantees and the people they serve. Always send your photos to the South Dakota Community Foundation, local media outlets and to your social media networks. Also consider giving your grants at public events (high school athletic activities, community celebrations or town gatherings) to ensure publicity.
As local volunteers, you put time and energy into successfully creating a broad donor base of residents, business owners and alumni. By thanking these donors effectively, you can keep them around for the long-term. We recommend you thank donors at least seven times before your next ask. Here’s how you can do it:

Thank You #1 – A donor receipt and thank you from the SDCF. We will do this for all contributions that are processed in our Pierre office.

Thank You #2 – A brief, handwritten note from the CSA board of directors or chairperson. We recommend a “card shower” for your best donors. Have each board member (along with a few grant recipients or scholarship winners) fill out a thank you card for a particular donor. Send them all at the same time and imagine the look on the donor’s face when they see a stack of thank you cards in the mail.

Thank You #3 – Publish a list of your donors in the local newspaper. Show the community who is creating a bright future for residents in your town.

Thank You #4 – A short phone call from a CSA board member.

Thank You #5 – A brief note from the volunteer who participated in the solicitation. Their presence at the meeting warrants a response to whatever gift resulted from the request.

Thank You #6 – Mention the donor’s name in the SDCF annual report. We include all donor names in our annual report. Let us know if you’d like more reports to show your donors.

Thank You #7 – Invite all of your supporters to a donor recognition event. When Wally Loe made a generous $100 contribution to the Langford Area Community Foundation in 2010, their board of directors were sure to thank him. Among other gestures of gratitude, Wally was invited to attend a donor recognition dinner. After learning more about what the Langford Area Foundation had to offer the communities, Wally increased his next gift to $10,000! They may take a bit of time to plan, but the long-term benefits are worth it.

Thank You #8 – The final thank you can come at the beginning of the next solicitation. Whether giving a presentation, sending a fundraising letter or making a phone call, the first sentence should be, “Thank you so much for your gift of $100 dollars last year! It is because of you that our foundation is a success.” However you thank your donors, be unique. Leave them with a memorable giving experience. Let them know they are appreciated.

Donor retention means the ability to entice donors to give again and again while never losing their connection to the community or its CSA. Every donor matters, so practicing the other four Rs will lead to greater retention overall. It comes down to three primary points:

Mission: The donor believes in the mission and vision of the CSA. Let people know why the CSA exists and how you make the community a better place.

Impact: Good grantmaking = Good fundraising. Make sure your donors know what good has resulted from the CSA.

Trust: As time passes, and communities change, so will the composition of the board. Ensuring that board members are well respected residents who believe in the mission and vision of the foundation will supplant future progress.
Good Grantmaking = Good Fundraising

Giving back to worthy organizations in your community is one of the most satisfying parts of volunteering with a CSA and a great way to build awareness of your fund.

To begin, create a grant application and process that works best for your board of directors and community nonprofits. A sample application form may be found in the Resources section. Most CSA’s will distribute grants twice each year, once in the spring and once again in the fall. Other foundations may distribute quarterly or even monthly. Begin with what works best for your board and let the local charities help you update the process as you move forward.

Once you receive applications, bring your board together to select the recipients. While most will make decisions solely from what information is provided in the application, some CSA’s ask grant applicants to make a presentation at the meeting. This can bring value to the grant selection process, but can also be more time consuming.

After selecting your grant recipients, have an authorized member of the board submit a completed grant distribution recommendation form to the SDCF. This form authorizes the SDCF to distribute grants from your fund, and also informs our office about the charitable intent of each grant. Please contact our office if you are unsure about giving to a particular group or organization. Grants from CSA’s may be given to any charitable entity verified under publication 78 of the IRS. This includes, but is not limited to, any 501(c)(3), city, county, church or school. You may also give to un-verified groups through a fiscal sponsor (one of those already verified charities mentioned above), or through a process called Expenditure Responsibility if the purpose of the grant is charitable.

Finally, promote your grants far and wide. Let everyone know about the great work their generous donations are supporting.

Here are a few more questions that we commonly receive regarding the grantmaking process:

How do we make a grant distribution request as a CSA?

Download a grant distribution request form online in the CSA resources section. (This is also available by logging in to FundWeb with your fund number and password.) Email or send in the completed form at least two weeks prior to needing them.

What if the group is not a verified 501 (c)(3) and we do not have a fiscal sponsor?

We can still give a grant to this organization if the purpose is charitable. To prove that to the IRS, we need to follow the Expenditure Responsibility protocol.

• **Step 1:** Complete a grant distribution request form and send it to SDCF.
• **Step 2:** The organization/group will be required to sign a Grant Acceptance Policy Form. We encourage all CSA’s to include this with their grant application to save them time. The SDCF will also need their completed grant application describing the project.
• **Step 3:** Once all information is received by the SDCF and charitable intent is verified, the check will be sent to the recipient along with a grant evaluation and expenditure form. The final evaluation must be completed and returned to the SDCF within two months after the project end date.

How do we publicize our grants?

It is best practice to organize a photo opportunity for grantees to receive their contributions. Work with local media outlets and social media sources to publicize the gifts as much as possible. Have fun with this! Feel free to host an event for your donors and grant recipients, or present your checks at a community gathering or sporting event. Please let the SDCF know if we can help get the word out or join your event.

What happens to funds we do not distribute?

All remaining available funds will roll-over to the next year and be added to the new amount made available. You are not required to distribute all funds each year.
Ways to Give

Leaving a Legacy Locally

Sometimes donors have questions about how to give back to their community. You can always get them in touch with a SDCF representative to have this conversation. Otherwise, you can offer these options to help them decide on how best to give to your fund:

• **Cash/Check:** By far the easiest way for individuals to make an immediate impact.

• **Commodity (Grain, corn, cattle):** Gifting the commodity before the sale and allowing the SDCF to sell it to benefit the local community will allow the farmer/rancher to avoid the income that would have been earned while also deducting expenses associated with the harvesting of the commodity. It is a win, win, WIN!

• **Land (Offset capital gains tax):** Land gifts may either be managed by the SDCF to benefit a specific fund, or sold to meet the donor’s charitable goals.

• **Automatic Bank Transfers:** This can be a relatively painless way to give. A small amount taken from your account each month can make a big difference over time.

• **Cars, Coins, Collectables:** These gifts may be sold to benefit the local foundation.

• **Gift of Stock:** Gifting appreciated assets (when the market is high) can be a great way for donors to leverage their gifting power. Be sure to gift the stock before selling it.

• **Gift of Insurance Benefits:** Life insurance policies are utilized to help meet needs when unforeseen circumstances should arise. As needs change, insurance policies might become unnecessary. The SDCF or a local CSA may be named as a beneficiary on the insurance policy. This may offer tax incentives for the donor.

• **Gift of Retirement Benefits:** This can be a great gift for donors who are required to accept a minimum distribution from their retirement account. In 2015, the IRS charitable rollover became a permanent part of tax law. This can be a great tax benefit for donor’s who have the ability to contribute their retirement benefits to charity.

• **Leaving a Legacy through an Estate, or Trust:** This is one of the most impactful ways to leave a legacy for a local community. All the donor needs to do is include the CSA in their estate planning documents. They may contact the SDCF or their trusted advisor to begin this process.

Last Word

Community Savings Accounts are one of the flagship programs of the South Dakota Community Foundation. This program would not exist, or be nearly as successful, without the hundreds of volunteers who spend their time advocating for community growth and sustainability. Thank you for everything you do! We look forward to working with you to make South Dakota a better place.

Resources

Working with over 76 communities and nonprofit organizations gives us the chance to collect great fundraising ideas and examples that may benefit your group. We have established an online repository for CSA resources, examples and required forms/documents. Please visit sdcommunityfoundation.org/resources or email csa@sdcommunityfoundation.org for more information. To receive specific examples, or an updated list of statewide ideas, please email csa@sdcommunityfoundation.org.