



**POLICY: Donor Direction**

**POLICY NUMBER: 3.03**

**ISSUING AUTHORITY: Community Foundation of  
Portage and District Inc.**

**APPROVED:**

**LAST REVIEWED: February 2023**

**NEXT REVIEW: February 2026**

**Purpose:**

The purpose of this policy is to provide guidelines for direction by donors of gifts that are to be endowed to CFPD in accordance with Canada Revenue Agency (CRA) guidelines and regulations. The CRA definition of a “gift” is not a concrete concept and therefore the CFPD has developed the “Gift Acceptance Policy” whereby there are guidelines for the board and staff as to what is an acceptable gift.

**Policy Statement:**

CFPD shall ensure all donors of CFPD are aware that their gifts will be held in perpetuity in an endowment fund.

All gifts where a new fund is established with CFPD, will require a Fund Agreement which includes a written Letter of Direction that directs CFPD to hold their gifts in perpetuity. The Letter of Direction will also record the Fund within CFPD’s endowed funds that the gift will be directed to. The Letter of Direction is to be dated the same day as the fund agreement.

All gifts given to an established fund will receive a letter thanking the donor for the donation, along with a donation receipt suitable for income tax purposes. The letter will indicate which fund the donation was directed towards. The letter will contain the following statement: “Your gift is pooled and invested, with the generated income distributed as grants to local charities. As the original gift remains invested, your contribution will continue to benefit the people of the Community of Portage and District in perpetuity.”

CFPD will maintain a permanent record of each donation and the fund towards which the monies were directed.

**Responsibility:** Review, and revision of this policy, if required, with subsequent recommendation to the Board for approval.