

The charts below provide important information to help you when making contributions and grants on or before December 31, 2024. These are estimates based on standard transactions. Please allow additional time for The Community Foundation for Northern Virginia to conduct due diligence and process more complex situations, such as international grant requests or accepting closely-held stock. We look forward to helping you.

Please contact Gabrielle Webster or Gabrielle.Webster@cfnova.org with any questions.

MAKING A GRANT

GRANTMAKING	PROCESS	TIPS	ESTIMATED TIME	DEADLINE FOR DONORS
Domestic Grant Recommendations	Submit online via Donor Portal or return the Grant Recommendation Form by email, mail or fax.	Recommending grants online is the fastest way to have your recommendation processed.	2 weeks from the time the grant recommendation is received to the time the check is mailed.	Received by The Community Foundation by December 13, 2024 , for grants to be mailed by the end of the year.
International Grant Recommendations	Submit online via Donor Portal or return the Grant Recommendation Form by email, mail or fax.	Please contact Gabrielle Webster at 703-347-7419 or Gabrielle.Webster@cfnova.org to discuss the additional fees that apply. If you have a direct contact at the organization, please include this in the notes section to expedite the grant.	10-14 days if the organization has been pre-vetted. 6-8 weeks if the organization has not been previously vetted.	Please submit your recommendation as soon as possible.

MAKING A DONATION

CONTRIBUTIONS	PROCESS	TIPS	ESTIMATED TIME	DEADLINE FOR DONORS
Checks	Send a check made payable to The Community Foundation for Northern Virginia and indicate the name of your fund on the memo line of the check. The Community Foundation for Northern Virginia 3201 Jermantown Road Suite 660 Fairfax, VA 22030	Check contributions do not require additional paperwork. To confirm the date your check arrives, you may want to consider requesting a confirmation receipt from the post office when mailing.	The Community Foundation processes the check based on the day it arrives. Contributions will be visible in your Donor Portal on the Friday of the week it was received.	Received by The Community Foundation by December 31, 2024 .
Credit Card Contributions	Please contribute either through your fund's dedicated donation page or through CFNOVA's Donate Now page and leave the name of your fund in the "how did you hear about us" box.	The fund will incur a third-party processing fee of 3 percent.	Immediate. Contributions will be visible in your Donor Portal on the Friday of the week it was received.	Received by The Community Foundation by December 31, 2024 .

CONTRIBUTIONS	PROCESS	TIPS	ESTIMATED TIME	DEADLINE FOR DONORS
Wire Transfers	Please follow the wire transfer instructions . If you have any additional questions, please contact Moses Ulom at 703-879-7642 or Renée Byng Yancey at 703-879-7635.	Please make sure to alert The Community Foundation of your wire transfer so that we can credit the appropriate fund in a timely manner.	Timing depends on the financial institution processing the transfer. This is typically 3 days.	Received by The Community Foundation by December 20, 2024 .
Public Securities, Held Electronically	Please follow the securities donation instructions . If you have any additional questions, please contact Moses Ulom at 703-879-7642 or Renée Byng Yancey at 703-879-7635.	Please make sure to alert The Community Foundation of your stock transfer so that we can credit the appropriate fund in a timely manner.	Timing depends on the broker processing the transfer.	Received by The Community Foundation by December 20, 2024 .
Restricted Stock*	Please contact Moses Ulom at 703-879-7642 or Renée Byng Yancey at 703-879-7635 to discuss your options.	Please have your documentation handy in order to process your request quickly and effectively.	Timing varies depending on the restrictions.	Please contact The Community Foundation as soon as possible.
Closely-held Stock*	Please contact Moses Ulom at 703-879-7642 or Renée Byng Yancey at 703-879-7635 to discuss your options.	Per the IRS, closely-held stock will need a qualified appraisal within 60 days of the gift.	Timing varies, but typically we can process gifts of closely held stock in 1-2 months.	Please contact The Community Foundation as soon as possible.
Real Estate*	Please contact Moses Ulom at 703-879-7642 or Renée Byng Yancey at 703-879-7635 to discuss your options..	Per the IRS, gifts of real estate will need a qualified appraisal within 60 days of the gift; other technical documents may be required.	Timing varies, but typically we can process real estate transactions in 2 -3 months.	Please contact The Community Foundation as soon as possible.
Mutual Fund	Please contact Moses Ulom at 703-879-7642 or Renée Byng Yancey at 703-879-7635 to discuss your options.	Start early, as this process can take up to 4 weeks.	From 3 business days to 4 weeks.	Owned by The Community Foundation by December 6, 2024 .
IRA Charitable Rollover**	Please contact Moses Ulom at 703-879-7642 or Renée Byng Yancey at 703-879-7635 to discuss your options.	Start early, as this process can take several weeks.	Timing depends on the firm processing the distribution.	Received by The Community Foundation by December 31, 2024 .

* At the Community Foundation for Northern Virginia, we are happy to help you with the transfer of complex assets. In fact, it is our specialty. If you are considering a complex asset gift before the end of the year, please call us as soon as possible so that we can help you identify documentation you will need. We accept complex assets throughout the year. Please contact [Moses Ulom](#) at 703-879-7642 or [Renée Byng Yancey](#) at 703-879-7635 for more information.

** The provision for the charitable rollover is now permanent. The IRA Charitable rollover allows individuals who have reached age 70 ½ to donate up to \$100,000 to charitable organizations directly from their IRA without treating the distribution as taxable income. Distributions must go to a charity and may not be directed towards a donor-advised fund. The Community Foundation has a number of charitable options that qualify to receive such distributions including Community Investment Funds (Health, Mental Health, and Aging; Education and Child and Youth Development; Poverty; Military Personnel and Their Families); The Innovation Fund; the Environment Fund; the Ross-Roberts Fund for the Arts; any of our giving circles; and The Permanent Fund for Northern Virginia.

Gift Clearing Delivery Instructions

TYPE OF GIFT	INSTRUCTIONS
DTC Eligible Securities (Stocks, Bonds, ETFs)	Participant #2039 SEI Private Trust Co FFC Truist Bank Account #1853002447 Account Name: Community Foundation for Northern Virginia <i>Please include Donor Name with transfer</i>
Fed Securities	FED: ABA #042000013 US Bank NA/1050 Account 001050985490 FFC Truist Bank Account #1853002447 Account Name: Community Foundation for Northern Virginia <i>Please include Donor Name with transfer</i>
Global Securities	Contact TruistBankGiftClearing@Truist.com for global delivery instructions.
Mutual Funds	Contact TruistBankGiftClearing@Truist.com for Mutual Fund delivery instructions. **It is important to notify Truist of incoming mutual fund gifts to avoid significant processing delays of more than one business week. ACATS participants can use the above DTC eligible securities instructions. Account #1853002447 Account Name: Community Foundation for Northern Virginia <i>Please include Donor Name with transfer</i>
Physical Securities	Truist Bank Physical Custody, Mail Coded 803-05-15-10. 303 Peachtree Street, N.E. 15 th Floor, Suite 1520 Atlanta, GA 30308 <i>*Reference Account #1853002447, Community Foundation for Northern Virginia and Donor Name on the documentation accompanying the stock certificate (s).</i>
Wiring Instructions for gifts inside US	Bank Name: Truist ABA Routing/Transit Number: 053101121 Account Number: 5177620228015 Account Name: ST DEP-DMS FFC Trust Account Name - Community Foundation for Northern Virginia FFC Trust Account Number - 1853002447 <i>Please include Donor Name with transfer</i>
Wiring Instructions for gifts outside US Add	SWIFT Code: BRBTUS33
Truist Contact	
Janel Liddel Johnson (Gift Administrator) TruistBankGiftClearing@Truist.com	404-230-5076
Dawn Keevill-Carey (Gift Administrator-Alternate) TruistBankGiftClearing@Truist.com	404-588-8296

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