

Policy – Bequest Policy

Policy Owner	Donor Services and Development	Policy Number & Version	A1
Approved by the Board	Date 26 April 2016	Scheduled review	Date April 2018

Purpose

Australian Communities Foundation (ACF) encourages existing donors and those who haven't donated to the Foundation before to leave a bequest to ACF in their Will.

This policy outlines the process for making bequest donations into ACF and the ways in which bequest grantmaking can support issues and causes in the community.

Existing and new donors leaving a bequest to ACF are encouraged to complete a letter of wishes which informs ACF of how the donor would like the gift to be managed.

Policy

Bequest Donations

Bequests can be made by new or existing ACF donors with the options for each group outlined below.

1. Existing ACF donors can make a bequest to:
 - Their named sub-fund (see *ACF sub-fund Succession Policy* for conditions relating to successor contacts)
 - Another existing ACF named sub-fund.
 - ACF's Forward Fund which supports projects to progress major social, ethical and environmental issues that enable positive societal change across the nation. Donors leaving a bequest to the Forward Fund can nominate their preferred area/s of interest in their letter of wishes. These will be considered where possible in allocating grants, based on the Forward Fund's current priorities.
2. New ACF donors can make a bequest to:
 - ACF and request a named sub-fund is established with the gift, providing the gift is in excess of \$100,000, which is the amount required to operate a sub-fund. This can be supported with a letter of wishes outlining any preferred areas of interest and/or nominating a contact person. The nominated contact person will be required to sign an acknowledgement form relating to the sub-fund. If the bequest is for less than \$100,000 then the amount will be added to the Forward Fund and any preferred areas of interest will be considered where possible in allocating grants, based on the Forward Fund's current priorities.
 - ACF's Forward Fund. Donors leaving a bequest to the Forward Fund can nominate their preferred area/s of interest in their letter of wishes. These will be considered where possible in allocating grants, based on the Forward Fund's current priorities.
 - One of ACF's other named Sub-funds.

If either an existing or new donor leave a bequest to ACF without specifying a particular preference for the bequest to be attributed to a sub-fund, it will be allocated as part of the ACF Forward Fund's granting initiatives.

Bequest Grantmaking

Existing Sub-funds with more than \$100,000

When a primary sub-fund contact dies and leaves a bequest to their named sub-fund and a successor contact has been nominated, the sub-fund will continue to operate as long as the sub-fund balance is at least \$100,000.

If no successor contact is appointed, but the primary sub-fund contact has a succession plan (e.g. a Letter of Wishes on file) stating that they wish the sub-fund to be maintained, ACF will identify funding opportunities, granting approximately 4% of the sub-fund capital each year. Grants will be in line with the sub-fund's previously identified preferred areas of interest and ACF's Forward Fund granting priorities,

New Sub-funds with more than \$100,000

When a bequest of \$100,000 or more has been left to establish a new named sub-fund, funding opportunities will be identified by ACF. These will take into consideration any preferred area/s of interest specified by the donor in a letter of wishes, and ACF's Forward Fund granting priorities, or requests from the nominated sub-fund contact.

Sub-funds below \$100,000

If the balance of the sub-fund falls below \$100,000, and any successor contacts have advised that they will not be donating into the sub-fund, the sub-fund will be closed and the balance transferred to ACF's Forward Fund for distribution in line with ACF's granting initiatives and, where possible, the donor's areas of interest and wishes.