



Charitable Giving Policy

April 3rd, 2024

The Elder Services Provider Council of Frederick County, Inc. (ESPC) is a public charity under IRS Code 509 (a)(2) and is exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions made to the ESPC are deductible under section 170 of the code. The ESPC is also qualified to receive tax-deductible bequests, devices, transfers, or gifts under sections 2055, 2106, or 2522 of the Code.

This Charitable Giving Policy is in accordance with 1.) ESPC By-Laws as amended 6/14/2012 and Ratified on 6/14/2012; 2.) Tax Exempt Application submitted to the IRS for consideration of public charity status; and 3.) The Articles of Incorporation.

The Service/Program Committee is responsible for identifying and executing events to support charitable giving to older adults in Frederick County. The Charitable Giving Subcommittee functions under the commission of the Service/Program Committee and the ESPC Board of Directors. The subcommittee is responsible for reviewing initial requests for charitable giving to ensure they meet the requirements for consideration before forwarding them to the Executive Board and Council for a vote. The charitable giving annual budget is determined by the net proceeds from the yearly Elder Expo and is set at 10% of the yearly net proceeds. Requests can be submitted at any time but donations are awarded twice a year – May and December. Below are the standard conditions that must be met in order for the Charitable Request to be considered:

- 1) Gift to 501(c)(3) organizations.
- 2) For the benefit of older adults.
- 3) In Frederick County, MD.
- 4) The minimum gift is \$500.00 for individual requests.
- 5) In accordance with the ESPC Conflict of Interest Policy adopted on February 7, 2011.
- 6) Submit your request on the ESPC Charitable Gift Request Submission Form. Only complete forms will be considered.

Once the Charitable Giving Subcommittee has confirmed the request meets the eligibility criteria, the Donation Request is presented to the Council and Board each April and November for approval.

Record Keeping

All Donation Requests will be retained and outcome noted, collectively with the meeting minutes from the Council and Board Meetings where Donation Requests are presented and voted upon. A post-award report must be completed for each donation made by the ESPC and will include the following:

- 1) Recipient name, address, description of the organization
- 2) Geographical area of focus of organization
- 3) Confirmation of 501(c)(3) and type
- 4) Charitable Distribution amount
- 5) Description of how funds were used for the benefit of older adult in Frederick County
- 6) Board Meeting Minutes/ESPC Minutes showing approval of board and announcement to council of intent to contribute.