



www.espcfederick.com

P.O. Box 1769, Frederick, MD 21702

CHARITABLE GIVING POLICY - Addendum

February 3, 2016

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This Charitable Giving Policy is in accordance with the purpose and mission of the Elder Services Provider Council of Frederick County Inc (ESPC) and stated in its By-Laws as amended 5/8/2015 and Ratified on 5/14/2015; and the Articles of Incorporation. 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.

The Elder Services Provider Council of Frederick County, Inc. (ESPC) is organized exclusively for educational and charitable purposes, including, for such purposes, the making of distributions to other organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code (or any corresponding provision of future federal revenue law); educating the community about issues relevant to older adults and resources available to them; identifying the local needs of older adults and ways of filling those needs; providing an open forum for information exchange among elder service providers; producing an annual Elder Expo in Frederick County, Maryland; donating a portion of the net proceeds from the Elder Expo and/or funds raised from other sources to charitable causes for the benefit of older adults in Frederick County, Maryland; and in general to exercise any, all and every power for which a non-profit corporation organized under the laws of Maryland can be authorized in furtherance of exempt purposes.

The Board of Directors is responsible for reviewing and approving, by majority vote of the Board of Directors, all charitable gift requests. Any qualified organization may request a charitable gift at any time by submitting a Charitable Gift Request Form via the espcfederick.com website or via the U.S. Mail to PO Box 1769, Frederick, MD 21702. All charitable gift requests must meet the following criteria and be consistent with the purpose and by-laws of the ESPC:

1. Requesting organization must provide documentation of 501(c)(3) status
2. Charitable gift must directly benefit older adults
3. Charitable gift must be used primarily in Frederick County, MD
4. Charitable gift must be in accordance with ESPC Conflict of Interest Policy**
5. Charitable gift requests must be submitted on an ESPC Charitable Gift Request** form.

***These forms and this policy are posted on the espcfederick.com website.*



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Charitable Gift Requests that meet the criteria are reviewed and voted upon on a quarterly basis. The approved charitable gifts are to be announced and presented at the March, June, September, and December ESPC monthly meetings. The annual budget for Charitable Giving under this policy will be the net proceeds from the previous calendar year's Elder Expo, except in the event that the ESPC bank account is below \$25,000.

Record-Keeping Requirements

All Charitable Gift Requests will be retained and the outcome noted, collectively with the meeting minutes of ESPC Board Meetings where Charitable Gift Requests are submitted for review and voted upon and ESPC meeting minutes where Charitable Gifts are announced and presented. Each recipient organization will complete a post-award report within one year of receipt of charitable gift made by the ESPC and will include the following:

1. Recipient name, address, description of organization
2. Geographical area of focus of organization
3. Confirmation of 501(c)(3) status and type
4. Charitable gift amount and date received
5. Description of how funds were used to directly benefit older adults in Frederick County

Charitable Giving Policy Addendum

Voted on & Adopted by the ESPC Board of Directors on February 3, 2016

Voted on & Ratified by the ESPC membership on February 11, 2016