

The charts below provide important information to help you when making contributions and grants on or before December 31, 2023. 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](mailto:Gabrielle.Webster@cfnova.org) with any questions.

### MAKING A GRANT

GRANTMAKING	PROCESS	TIPS	ESTIMATED TIME	DEADLINE FOR DONORS
<b>Domestic Grant Recommendations</b>	Submit online via <a href="#">Donor Portal</a> or return the <a href="#">Grant Recommendation Form</a> 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 <b>December 11, 2023</b> , for grants to be mailed by the end of the year.
<b>International Grant Recommendations</b>	Submit online via <a href="#">Donor Portal</a> or return the <a href="#">Grant Recommendation Form</a> by email, mail or fax.	Please contact Gabrielle Webster at 703-347-7419 or <a href="mailto:Gabrielle.Webster@cfnova.org">Gabrielle.Webster@cfnova.org</a> 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
<b>Checks</b>	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.  <b>The Community Foundation for Northern Virginia 3201 Jermantown Road Suite 660 Fairfax, VA 22030</b>	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 <a href="#">Donor Portal</a> on the Friday of the week it was received.	Received by The Community Foundation by <b>December 31, 2023</b> .
<b>Credit Card Contributions</b>	Please contribute either through your <a href="#">fund's dedicated donation page</a> or through <a href="#">CFNOVA's Donate Now</a> 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 <a href="#">Donor Portal</a> on the Friday of the week it was received.	Received by The Community Foundation by <b>December 31, 2023</b> .

CONTRIBUTIONS	PROCESS	TIPS	ESTIMATED TIME	DEADLINE FOR DONORS
Wire Transfers	Please follow the <a href="#">wire transfer instructions</a> . If you have any additional questions, please contact Cindy DiMarco at 703-879-7638 or <a href="mailto:Cindy.DiMarco@cfnova.org">Cindy.DiMarco@cfnova.org</a>	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 <b>December 18, 2023</b> .
Public Securities, Held Electronically	Please follow the <a href="#">securities donation instructions</a> . If you have any additional questions, please contact Cindy DiMarco at 703-879-7638 or <a href="mailto:Cindy.DiMarco@cfnova.org">Cindy.DiMarco@cfnova.org</a>	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 <b>December 15, 2023</b> .
Restricted Stock*	Please contact Cindy DiMarco at 703-879-7638 or <a href="mailto:Cindy.DiMarco@cfnova.org">Cindy.DiMarco@cfnova.org</a> 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 Cindy DiMarco at 703-879-7638 or <a href="mailto:Cindy.DiMarco@cfnova.org">Cindy.DiMarco@cfnova.org</a> 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 Eileen Ellsworth at 703-879-7635 or <a href="mailto:Eileen.Ellsworth@cfnova.org">Eileen.Ellsworth@cfnova.org</a> 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 Cindy DiMarco at 703-879-7638 or <a href="mailto:Cindy.DiMarco@cfnova.org">Cindy.DiMarco@cfnova.org</a> 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 <b>December 8, 2023</b> .
IRA Charitable Rollover**	Please contact Cindy DiMarco at 703-879-7638 or <a href="mailto:Cindy.DiMarco@cfnova.org">Cindy.DiMarco@cfnova.org</a> 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 <b>December 31, 2023</b> .

\* 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 Cindy DiMarco at 703-879-7638 or [Cindy.DiMarco@cfnova.org](mailto:Cindy.DiMarco@cfnova.org) 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.