

# NAPA VALLEY

## COMMUNITY FOUNDATION

**\*\*UPDATED DECEMBER 1, 2017\*\***

### **How to Support the Napa Valley Fire Relief Efforts**

Thank you for your interest in supporting those affected by the devastating Napa Valley fires.

In response to several major Napa County fires that started burning the night of October 8th and have displaced thousands of area residents thus far, Napa Valley Community Foundation (NVCF) has mobilized its Disaster Relief Fund.

The Fund was established in response to the South Napa Earthquake of 2014 with a \$10 million lead gift from Napa Valley Vintners, and ultimately helped provide services to more than 12,000 earthquake victims, and cash aid to 1,400 of those hardest-hit by the last declared disaster in the region.

**\*\*Here's some common questions asked about how to help. We ask that you please read this document BEFORE contacting our office.\*\***

#### **How can I donate to the Napa Valley Community Disaster Relief Fund?**

For your convenience, we have several ways in which you can provide financial support to the Napa Valley Community Disaster Relief Fund.

- **\*\*PREFERRED METHOD\*\* Online:** Please visit <https://donatenow.networkforgood.org/napafirerelief> to make a secure online donation. You will receive an immediate tax receipt for your gift by giving online. If you have technical issues, please contact Network For Good directly at (888) 284-7978.
- **Text to Give:** Text the word RELIEF to 56512 and the link above will be sent to your phone so you do not have to remember the URL and you can make a secure gift online.
- **Mail:** Typically, we are able to acknowledge receipt of donations by mail within just a few business days. However, because of the volume of generous donations we have received in the past eight weeks, acknowledgement letters are delayed. Please be aware that if you make a gift by mail postmarked by December 31, 2017, you WILL receive a tax receipt in time to complete your 2017 taxes. You can submit your donation by mailing a check to: Napa Valley Community Foundation, 3299 Claremont Way, Suite 2, Napa, CA 94558.
- **Transfer securities or cash by wire:** Typically, we are able to acknowledge receipt of donations by wire within just a few business days. However, because of the volume of generous donations we have received in the past eight weeks, acknowledgement letters are delayed. Please be aware that if you make a gift by wire, it must be

received into our account no later than December 29, 2017. You WILL receive a tax receipt in time to complete your 2017 taxes. For your convenience, we've prepared a one-page instruction letter that you can send to your bank or investment advisory firm, which will give your financial advisor all the information he or she needs to execute a wire transfer of securities or cash. You can find this letter on our website at <http://www.napavalleycf.org/donate/>.

- **Phone/Email:** Please contact Adrienne Capps, Vice President of Development, at 707-254-9565 x23 or [Adrienne@napavalleycf.org](mailto:Adrienne@napavalleycf.org).
- **In-Person:** Donations of cash and checks are accepted Monday-Friday 9AM-5PM at our offices: 3299 Claremont Way, Suite 2, Napa, CA.

### **Is my donation to the Napa Valley Community Disaster Relief Fund tax-deductible?**

Yes, the Napa Valley Community Disaster Relief Fund is managed by Napa Valley Community Foundation, a 501(c)3 public charity. Our Federal Tax ID is 68-0349777.

### **How will my donation to the Napa Valley Community Disaster Relief Fund be used to support families and residents affected by the Napa Valley Fires?**

Please visit this link on our website, which includes information about our relief efforts to date along with press releases we have publicized: <https://www.napavalleycf.org/donate-to-the-disaster-relief-fund/>.

### **Can I designate my gift to a particular cause or group of people affected by the fires?**

Unfortunately, due to the volume of donations received and the immediate need to focus on providing direct relief services to those affected by the fires, administratively we cannot designate gifts within our Disaster Relief Fund. You can read up-to-date information about exactly how your donation would be used on our website here: <https://www.napavalleycf.org/donate-to-the-disaster-relief-fund/>.

### **Can I make a donation in honor or memory of someone?**

Due to the administrative obligation created by gifts made in honor or memory of someone, which ultimately distracts from our direct relief focus, we strongly discourage these types of gifts.

### **How do I get a copy of your articles of incorporation, tax-exempt letter, 990 forms and/or audited financial statements?**

Please visit our website here: <https://www.napavalleycf.org/about-us/financials/> or here: <https://www.napavalleycf.org/about-us/forms-publications/>. If you need a copy of our W9 form or cannot find what you need, please contact Adrienne Capps, Vice President of Development, at 707-254-9565 x23 or [Adrienne@napavalleycf.org](mailto:Adrienne@napavalleycf.org).

**How can my company track our employees' donations, so they can be matched by the company?**

Unfortunately, because of the volume of donations we have received, we are unable to track employee donations. We would advise you to use a third-party, such as Go Fund Me or Facebook, to create, promote, and track your campaign at your company. At the conclusion, the total contribution can be made by check or wire. However, please note employees will not receive a tax-deduction nor tax receipt unless they make a gift directly to us. Please see page 1 on how to make a gift for more information.

**What percentage of my donation to the Napa Valley Community Disaster Fund will support programs and services for those affected by the fires?**

Napa Valley Community Foundation will use no more than 5% of Disaster Relief Fund proceeds to offset the direct program expenses we incur internal to the Foundation, over the lifetime of the Fund. Direct program expenses include: vetting, recruiting and organizing a cadre of nonprofits to provide effective and efficient relief services, including distributing cash aid to those affected by the fires; jointly developing programs to aid those affected; tracking activities and outcomes over what is estimated to be a 3 to 5-year timetable for full recovery and rebuilding; adjusting programs as changing circumstances warrant; and coordinating nonprofit relief efforts with faith-based organizations, public agencies like FEMA, and the private sector.

**I would like to donate clothes, cars or other items. Does Napa Valley Community Foundation accept donated goods?**

Unfortunately, due to logistical constraints Napa Valley Community Foundation does not accept or solicit individual donations or collections of items. Items such as collected food, used clothing and shoes must be sorted, cleaned, repackaged and transported, which impedes the valuable resources of money, time, and personnel. As a point of reference, 15 semi-trailers were needed to haul away all the items contributed after the Lake County fires in 2015.

In Napa County, the Center for Volunteer & Nonprofit Leadership was activated as an Emergency Volunteer Center to oversee the coordination of donated items/goods. Needs are developing, so they ask that people please check back in on their website at <https://cvnl.org>.

Please consider making a financial contribution to Napa Valley Community Foundation through our Napa Valley Community Disaster Relief Fund. For more information on making your contribution, see page 1 of this document.

Through cash contributions, Napa Valley Community Foundation and its nonprofit partners providing relief services on the ground can do more good for more people, with greater speed and sensitivity than with unrequested material donations. Cash donations provide medical and other services now, and rebuild infrastructure later.

## **How can I fundraise on behalf of the Napa Valley Community Disaster Relief Fund?**

If you wish to contribute a portion of your sales proceeds and/or are interested in hosting an event to raise money for the Napa Valley Community Disaster Relief Fund, we would welcome your support.

Please understand that due to the volume of generous fundraising events and campaigns going on on our behalf (past, present and future – all over the world), we cannot attend/promote/support them all. As a result, unfortunately, we cannot do that for any of them so we do not favor one over another.

In addition, unless your guests/customers make a direct contribution to our Disaster Relief Fund, as noted above, a tax receipt will NOT be issued by Napa Valley Community Foundation. Therefore, the amount of their contribution that is tax deductible may be zero, or a lesser amount, if they received goods or services in connection with such an event. Please advise your guests/customers to consult their tax advisor for additional guidance on their tax deduction. All contributions are tax deductible to the extent permitted by law.

For more information on coordinating your fundraising efforts, including requests for logos and quotes for your press release, please contact Adrienne Capps, Vice President of Development, at 707-254-9565 x23 or [Adrienne@napavalleycf.org](mailto:Adrienne@napavalleycf.org).

## **Does Napa Valley Community Foundation need volunteers?**

In Napa County, the Center for Volunteer & Nonprofit Leadership was activated as an Emergency Volunteer Center to oversee volunteer activities. Needs are developing, so they ask that people please check their website at <https://cvnl.org>.

## **I want to help raise money for a specific family who was affected by disaster. Can I make my gift through Napa Valley Community Foundation?**

We applaud your desire to help a family at a difficult time, but unfortunately gifts for a specific family or person cannot be made through Napa Valley Community Foundation. We are committed to helping every family and resident in need recover from the devastating fires, but IRS rules preclude donors from earmarking or restricting their tax-deductible contributions to a particular person or family.

## **I made a donation, but have not received a tax receipt. Who can I contact?**

Please read on page 1 under the question, “How can I donate to the Napa Valley Community Disaster Relief Fund?” If you still have an issue, please contact Adrienne Capps, Vice President of Development, at 707-254-9565 x23 or [Adrienne@napavalleycf.org](mailto:Adrienne@napavalleycf.org).