Spartanburg County Foundation



AFTER A FUND HAS BEEN OPENED - FAQS

Thank you for partnering with the Spartanburg County Foundation to make a positive impact on our community. We provide expertise and guidance to assist you in your efforts to help sustain local nonprofits, as well as any other 501(c)(3) nonprofits globally. We simplify the giving process for individuals, families, corporations, and nonprofits to help our partners reach their philanthropic goals.

Using the GOfund donor portal

Once your fund has been added to our database and you are connected as a fund contact, you will receive an automated email that will provide instructions on creating a new password to access GOfund. This online portal enables you to view your fund balance, gift and grant activity, and generate a fund statement that includes investment activity. For additional information, we can provide a GOfund User Guide.

How do I request a grant to a 501(c)3 non-profit organization from my fund?

- You may request a grant using the "Recommend a Grant" button at the top of your fund page in GOfund.
- Or, you may use a Grants Recommendation form. You may also email your request to Accounting at accounting@spcf.org. Be sure to include your fund name, organization name to receive the grant, their contact & address, and grant amount.
- **DEADLINE:** Grant requests must be received by 5:00 pm on Friday to have a check issued on the following Friday.

How do I request a grant expense (invoice) to be paid from my fund? *(Not available for Donor Advised Funds)*

- You may use a Component Fund Grant Expense Request form to request a grant expense to be paid. Email this form to Accounting at accounting@spcf.org.
- **REQUIRED DOCUMENTATION:** A receipt or invoice must be included and a form W-9 from the vendor or person being reimbursed.
- **DEADLINE:** Grant expense requests must be received by 5:00 pm on Friday to have a check issued on the following Friday.

Will my fund grow? How will funds be invested?

To maximize the potential growth of your funds, the Spartanburg County Foundation now offers three investment choices to meet your philanthropic goals and risk tolerance. You may choose from among a **Growth Pool, Moderate Pool, or Money Market Pool**.

You may visit our website to complete an Investment Selection Form to allocate your funds to your pool choices. An Investment Pool Options brochure that outlines the opportunities for your investment choices and a Frequently Asked Questions document can be found in the Investment Pool Options section on the Give page of the Foundation's website.

What are the fees associated with my fund?

Foundation Support Fees are allocated to each fund on a quarterly basis according to the Fee Schedule and the fund agreement. This fee is applied quarterly in arrears and deducted from your fund's balance, based on the average daily balance over the previous 90 days. The Fund Type Fees & Minimums flyer was provided when your fund was opened and shows the fee percentage that applies to your particular fund type. You may contact us with any questions.

GIFTS / STOCK

How do I give to my fund?

- Gifts can be **mailed** directly to the Foundation office at 424 E. Kennedy Street, Spartanburg, SC 29302. **Please make checks payable to the Spartanburg County Foundation and include your fund name or fund number in the memo so that it is allocated properly to your fund.**
- To contribute a gift of **stock**, please email donate@spcf.org to request a Stock/Wire Transaction Informational Form. We will email you the form to complete and provide your broker. This will provide us the information we need to match your gift with the transaction we receive. It will also provide your broker with the account information they need to complete the transaction.
- **Credit card** gifts can be made via **GOdonate** using our website. Simply visit our website at www.spcf.org and click on **GIVE OR OPEN A FUND**, then select **FUNDS DIRECTORY**. This will allow you to search the Fund Catalog by Interest or Name. Funds that have provided us a summary will display when you click Learn More, and you will be able to complete your contribution.
- All gifts are sent a tax credit receipt via email as soon as the gift is posted. If we do not have an email address on record for you, it will be mailed at the end of the quarter to the mailing address on file.
- **ACH or Wire Transfers**
  Receiving Bank Name: Park National Bank
  Receiving Bank Address: 200 South Church Street, Spartanburg, SC 29302
  Beneficiary Name: Spartanburg County Foundation Incoming Acct
  ABA/Routing Number: 044101305
  Bank Account Number: 1101021630155

  Please verify these instructions with Foundation staff before initiating an ACH or wire transfer.

  After initiating the transfer, email the **fund name, fund number, donor name, contribution amount, and anticipated transfer date** to **donate@spcf.org** so the contribution can be credited correctly. Please do not include confidential bank account information in the email.

Do I contact the Foundation about questions regarding a gift?

- Please email donate@spcf.org with any questions or concerns and the finance team will respond promptly.

When will my fund balance reflect investments or fees?

- **Joint Investment Allocation**
  We receive an investment performance report from Prime Buchholz by the 10th business day of the month. Once investment earnings have been added to each fund, you will see a note at the bottom of your fund statement that says *Earnings Posted through MM/DD/2025
- **Fees Assessment**
  Fees are deducted from your fund balance at the end of each quarter. Timing is coordinated with the joint investment allocation. Once fees have been posted to each fund, you will see a note at the bottom of your fund statement that says *Fees Posted through MM/DD/2025
- **You may download a fund statement in the GOfund portal.**