



Thank you very much for including the LGBT community in your estate plan. Horizons Foundation is honored to support you, and we are committed to ensuring that your gift(s) reflects the legacy you envision leaving. We invite you to call Horizons Foundation at 415.398.2333 to speak with our philanthropic advisory staff to help review and discuss completion of this form to ensure that we can meet your philanthropic goals in the most effective way. The foundation also advises donors to seek the advice of their financial advisor(s) and/or attorney(s).

This form is intended to help you support the LGBT community, as well as other organizations and causes that you care about, after your death. It can be changed or updated at any time by submitting a revised form to Horizons Foundation. Since there are many different ways that you can give back to your community, we have attempted to explain some of the options for designating your gifts, and how to structure your gift to the individual organizations and/or for issues that are meaningful to you in the forms that accompany these instructions.

### Will This Gift Be Made in My Name?

To begin with, you may choose to name your “fund” at Horizons Foundation, from which your gifts will be given to the community. This may be important if your gift is to be given over a period of time, such as with “spend-down” or “endowed” gifts (see below). Naming the fund is not essential if you are leaving one-time, outright gifts. Many donors elect to use their own names in the fund name (for example, “The Jane and Ginny Family Fund” or the “Tom Fund for LGBT Rights”), but you are welcome to choose any name that is meaningful to you. A grantee would receive a check from Horizons Foundation that would identify it specifically as a gift from the fund that you name, or the gift can be made anonymously if you so choose.

### What Assets Can I Donate?

There are many different types of assets that can be used to fund your gift, and it is best to consult your professional advisor(s) to understand which are most suited for your charitable gifting. For example, if you were to use your tax-deferred retirement account to fund your charitable gifts, Horizons Foundation would receive the proceeds from that account without income tax or estate tax being deducted, and then Horizons Foundation would distribute the funds according to your wishes on this form. Whatever asset you give (real estate, retirement funds, securities, cash, etc.) will be liquidated and re-distributed as soon as feasible, and per your instructions. Horizons Foundation’s free *Guide to Planned Giving for LGBT People* provides a comprehensive overview of many options for planned gifts.

## Types of Gifts

The grants made possible by your gift will be made as soon as feasible, made over a period of years, or be given in perpetuity. These three basic types of funds—outright gifts, a “spend-down” fund, and an endowed fund—each are best suited to accomplish particular philanthropic goals. You may mix and match the types of gifts in your directives to Horizons Foundation. For example, you may simply want to divide up your charitable contributions based on percentages among a list of particular groups or issues that you support right now. Alternatively, you may want to support specific organizations with outright gifts, other organizations with a spend-down gift, and/or particular issues or organizations through an endowed gift.

This table gives more details on the differences of the various gift options:

Type of Gift	Philanthropic Goals Achieved
<b>Outright</b>	This gift has the greatest immediate impact because grant recipients receive all of the assets quickly.
<b>Spend-down</b>	These gifts—which are granted out within a set period of time (generally three to 10 years) following your death—allow for significant short-term impact and provide a steady source of support for charitable beneficiaries during the “spend-down” period. Generally, it is important to ensure that the amount in a spend-down fund is sufficient to generate meaningful levels of support during the designated time frame.
<b>Endowed funds and Horizons’ LGBT Community Endowment Fund</b>	<p>Horizons Foundation’s LGBT Community Endowment Fund exists to ensure that our movement and our community are strong for generations to come. The Endowment Fund includes both an unrestricted fund and endowments established by donors to benefit particular issues and/or organizations they care about deeply. The unrestricted fund exists because it is impossible today to predict accurately the community’s most pressing needs in 20, 50, or 100 years.</p> <p>Endowed gifts are intended to generate grants in perpetuity. The principal of your fund remains untouched and grants are made exclusively from income earned on the principal (per Horizons’ spending policy, which is currently 4% in grants and 1% administration fee annually). The minimum amount for a named endowed fund is \$50,000; the minimum for an organizational or purpose-restricted endowed fund is \$100,000.</p> <p>An endowed fund endures forever. It provides for the long-term freedom and well-being of LGBT people and can be a lasting testament to your philanthropic commitment.</p>

## Organization-Specific Gifts and Issue-Specific Gifts

You can designate gifts to specific organizations and/or to particular issue areas (such as lesbian health, performing arts, or LGBT civil rights). For some types of issues, it is very hard to predict which organizations will be doing the best work in the future. It is the job of Horizons Foundation staff to regularly evaluate which organizations are working most effectively on specific issues at whatever point in the future your gifts are made. For example, you may care deeply about services for people living with HIV/AIDS, but 20 years from now, the epidemic may well have changed so significantly that the organizations doing the best work then may be different from the ones doing that work now. Identifying the goals of your philanthropic gifts (for example, improve gay men's health, reduce HIV infection, etc.) will help determine whether or not your directions should be organization-specific or issue-based. Horizons' philanthropic advisors are available to help evaluate this with you. Depending on the complexity or size of the gift, a separate gift agreement may be necessary.

## Other Important Definitions and Information

**Testamentary** – Gifts made at your death.

**Successor advisor** – A person (or a small group of people) who will advise the foundation regarding grantmaking from your fund or a designated portion of your fund after your death.

**Restricted gift** – When the gift to the organization is for a specific program or outcome rather than for general support.

**Percentage vs. specific dollar amount** – Depending on how you structure your estate, the exact dollar amount allocated to Horizons Foundation to fund your charitable giving may or may not be known ahead of time. Often, people need to allocate based on percentages of the total, or in combination with specific dollar amounts.

**Horizons' fees** – If Horizons Foundation or our LGBT Community Endowment Fund is among the ultimate charitable beneficiaries of your estate, then there are no administrative fees. If Horizons Foundation is the philanthropic vehicle to distribute all of the funds to other organizations, then we will charge an administrative fee of 2.5%. This fee is necessary to ensure that Horizons is able to continue offering this service to donors.

**Horizons Foundation's Tax ID is 94-2686530.**

## Final Instructions

When you have completed your Testamentary Gift Recommendation Form(s), please send a copy to Horizons Foundation to be kept on file confidentially. You may also wish to leave a copy with your estate planning attorney, the executor or trustee of your estate, and/or with your other estate documents. Although it is not essential for Horizons Foundation to have a copy in advance, it is highly preferred, as this helps us to ensure that there are no ambiguities on your form. Additionally, known donors are invited to join our Legacy Circle, comprised of other donors who are also providing for the community in their estate plans.

**For further clarifications or questions, please contact:**

Julie Dorf, Director of Philanthropic Services  
415.398.2333 x103 or [jdorf@horizonsfoundation.org](mailto:jdorf@horizonsfoundation.org)

Roger Doughty, Executive Director  
415.398.2333 x102 or [rdoughty@horizonsfoundation.org](mailto:rdoughty@horizonsfoundation.org)

**Please send your completed form(s) with original signatures to:**

Julie Dorf, Director of Philanthropic Services and Development  
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Fax: 415.398.4733

*Horizons Foundation's Tax ID Number is 94-2686530.*