

RULES

1. All donations must be made by credit or debit card (Visa, MasterCard, Discover or American Express) on GiveRichmond.org between 6 a.m. on Wednesday, September 18 and 6 p.m. on Thursday, September 19 to be eligible for The Amazing Raise.
2. No cash, checks, stock, GiveRichmond giving card redemptions or grants from donor advised funds will be accepted or counted towards The Amazing Raise.
3. The minimum donation that will be accepted is \$25. There is no maximum per donation, nor maximum per charity.
4. Donor is defined as an individual or corporation/business. For purposes of awarding prizes, multiple donations from one donor to the same nonprofit will count as one gift.
5. Each donor who enters their own credit card information directly on www.GiveRichmond.org or through the official GiveRichmond form embedded on the nonprofit's own website, is entering his/her data into a secure web portal provided by KIMBIA. Sponsors of The Amazing Raise assume no liability for credit/debit card information provided by the donor to a third party (e.g. organization staff member or volunteer).
6. Only those organizations with published portraits on GiveRichmond.org are eligible for incentive grant prizes.
7. Certain grants will be awarded based on the number of unique gifts of \$50 or more. A unique gift is defined as one gift of \$50 or more to one organization from one donor. Multiple gifts made by the same donor to the same organization will not be counted toward these prizes.
8. Donors are encouraged to make gifts to multiple organizations of their choice. Each unique gift of \$50 or more to a different organization will be counted on the leaderboard.
9. One organization cannot win both the 50/50 Early Bird Challenge and a Grand Prize grant award. If an organization qualifies for both, then they will receive the larger Grand Prize award. The 50/50 Challenge grant prize then will be awarded to the next organization on the leaderboard that reached 50 unique gifts of \$50 or more.
10. Each gift is 100% tax deductible and irrevocable. All donations will be granted for unrestricted use by the chosen charities.
11. If a donor requests a refund after all disbursements have been made to participating nonprofits, The Community Foundation reserves the right to request that those funds be returned.
12. Employer-matched contributions made in conjunction with The Amazing Raise will be used to support the GiveRichmond program.
13. All donations will be paid to the chosen charity net of credit card transaction and processing fees paid to vendors, which is estimated at 6.5%. The Community Foundation *Serving Richmond and Central Virginia*, which administers GiveRichmond.org, supports this giving event as a community service at no additional charge.
14. In the event of a tie for incentive prizes, it will be handled in the following manner:

- If two organizations tie for 1st place, each organization will receive half of the combined value of first and second place (\$17,500).
- If two organizations tie for 2nd place, each organization will receive half of the combined value of second and third place (\$12,500).
- If two organizations tie for 3rd place, each organization will receive half of the original value of third place.
- If two organizations tie for any of the bonus prizes, the system will deploy a randomizer to choose a single winner.

FREQUENTLY ASKED QUESTIONS

DONATIONS

What organizations are participating in The Amazing Raise?

All organizations with a complete and up-to-date portrait on GiveRichmond.org are eligible to participate in The Amazing Raise. For eligibility requirements, go to <https://giverichmond.guidestar.org/custompage13.aspx>.

All participating organizations must submit a completed portrait by August 1st to be eligible.

Who can donate?

Anyone with a credit/debit card and access to the Internet.

How do I make a donation?

Go to GiveRichmond.org and type in the name of the nonprofit(s) to which you want to give. If you're looking for a charity to support, you can search by category. This online resource features the profiles of over 500 Central Virginia nonprofits. We're certain you'll find at least one cause that speaks to you. Your chosen nonprofit will have a donation page on GiveRichmond.org where you can choose the amount you want to donate from \$25 on up. Some nonprofits have also chosen to add the authorized GiveRichmond.org donation form to their own websites to give you another place to give during The Amazing Raise. These forms will carry the GiveRichmond logo.

What forms of payment are accepted?

All donations must be made via debit card or credit card through GiveRichmond.org or a GiveRichmond donation form on a registered nonprofit's website. MasterCard, Visa, Discover and American Express will be accepted.

Are donations tax-deductible?

All donations are tax deductible and irrevocable and will be for the unrestricted use of your chosen charity. See additional information on tax receipts.

Is my donation safe and secure?

Yes. The Amazing Raise website is powered by Austin-based Kimbia, and is a secure PCI Level 1 compliant site for donating to your favorite charities. You can be sure your personal information is protected when you donate through our GiveRichmond.org Kimbia platform or a GiveRichmond donation form on a registered nonprofit's website. Please read KIMBIA's [Privacy Policy](#).

How will my email address and personal information be used?

- a. Email addresses will be used to transmit electronic tax receipt(s) for donations made through The Amazing Raise, as well as a post-event survey.
Unless you choose to give anonymously, your name, email address and billing address will be shared with the organization(s) to which your donations will be credited. The Community Foundation does not retain credit card information and your personal data will not be shared with or sold to any outside vendors or third parties.
- b. Unless you have withheld permission for us to do so, GiveRichmond may send periodic email updates about website enhancements, research reports and special giving opportunities or events. These communications will be distributed approximately 4-6 times per year.

Can I authorize a third party to submit a donation on my behalf?

Each donor who enters their own credit card information directly on www.GiveRichmond.org or through the official GiveRichmond form embedded on the nonprofit's own website, is entering his/her data into a secure web portal. Sponsors of The Amazing Raise assume no liability for credit/debit card information provided by the donor to a third party (e.g. organization staff member or volunteer).

Is there a minimum donation amount?

The minimum gift is \$25. There is no maximum dollar amount per gift or maximum dollar amount per charity.

What is a "unique donation"?

Certain prizes will be awarded to organizations based on the number of unique gifts of \$50 or more. **A unique donation is defined as one gift of \$50 or more to one organization from one donor.** Multiple donations made by the same donor to different organizations will count as a unique gift to each organization.

What forms of payment are NOT accepted?

Donations via check, cash, stock, GiveRichmond giving card redemptions, or grants from donor advised funds will not be accepted. Gifts received directly by the charity during the giving event do not count towards the Amazing Rasie.

Can I make my donation over the phone?

No. The Community Foundation will not enter gifts on behalf of a donor and therefore will not accept donations by phone. If you choose to use your smart phone, go to www.giverichmond.org to enter your own credit or debit card donation.

May I designate how a nonprofit uses my donation?

All donations will be granted for unrestricted use by the chosen nonprofits.

Can I make a gift in memory or honor of someone?

Yes.

Does The Community Foundation accept employer matching gifts for The Amazing Raise?

Generally gifts made during the Amazing Raise are not eligible for corporate employee matching. Any gifts received as an employer match will be used to support the GiveRichmond program.

How will I be recognized as a donor?

Unless you indicated that you prefer to remain anonymous, your name will be provided to the nonprofit and may appear in print and electronic donor listings.

Does it cost anything to give on GiveRichmond.org?

There is no fee to you as a donor nor is there a fee for a nonprofit to participate in the giving event.. Donors will receive an immediate thank you and tax receipt for 100% of their donation. As detailed below, there are standard credit card and service fees associated with The Amazing Raise, which will be withheld from the final disbursement to nonprofit organizations.

What are the fees on donations made through GiveRichmond.org during The Amazing Raise?

We have worked diligently to minimize fees for this event. The Community Foundation *Serving Richmond and Central Virginia* does not benefit from donations made through GiveRichmond.org or The Amazing Raise. We support these giving programs as a community service and do not assess fees.

All fees associated with The Amazing Raise are charged by third party vendors, as listed below:

- 2.99% to Kimbia, website processor
- 2.75% to Fairway Payments, credit card processor
- \$0.57 flat fee to credit card processor

Example: For each \$50 donation, the nonprofit will receive net proceeds of \$46.55

How will the donation(s) appear on my credit card statement?

Your credit card statement will read: AMZGRZ - TCFRICHMOND

TAX RECEIPTS

Will I get a tax receipt for my donation(s)?

Yes. All donors will receive an immediate acknowledgement and **tax receipt** via the email address that was provided at the time of the donation(s) from The Community Foundation *Serving Richmond and Central Virginia*, which you should **print out for your records**.

How do I record this tax deductible donation on my tax return?

For tax reporting purposes, your donation, which you designated to a specific nonprofit, was made to The Community Foundation *Serving Richmond and Central Virginia* as noted on your receipt. When entering your donation(s) on an itemized tax return, please enter the following as the charitable recipient:

The Community Foundation *Serving Richmond and Central Virginia*
7501 Boulders View Drive, Suite 110
Richmond, VA 23225

How do I get another copy of my tax receipt?

Following the event, you may request another copy of your tax receipt by going to www.GiveRichmond.org and clicking on 'Request a Copy of Your Tax Receipt'. You will then enter the email address that was provided at the time of the donation.

REFUNDS

If you have discovered an error with your donation during the event, it is important to notify Leslie Hannaford at The Community Foundation as soon as possible. She may be contacted at 804-330-7400 or lhannaford@tcfrichmond.org. Please see details below regarding refund requests.

What happens when an individual makes a donation to the wrong organization?

During the event:

Upon notification by the donor, The Community Foundation will consider issuing a refund when the donation was inadvertently directed to the wrong organization

After the event:

The Community Foundation releases all Amazing Raise gifts to the participating nonprofits on or about October 1st. Refund requests after this date are at The Foundation's sole discretion.

What happens if an individual donates the wrong amount?

If the donor informs us of the error the same day, we are able to void the transaction and the donor will have the opportunity to resubmit their donation.

If we are informed after the event has ended, we will consider issuing a refund up to 90 days following the date of the gift.

Who do I contact if I still have questions?

Technology and Portrait Questions

Phil Giaramita, GiveRichmond Coordinator

pgiaramita@tcfriehmond.org

804.330.7400 Ext. 121

Transactions, Reports and Tax Receipts

Leslie Hannaford, Office & Technology Manager

lhannaford@tcfriehmond.org

804.330.7400 Ext. 125

Marketing and Media

Kim Russell, VP Communications

krussell@tcfriehmond.org

804.330.7400 Ext. 117

PRIZES

How will the incentive grants be awarded?

The Community Foundation *Serving Richmond and Central Virginia* and its donors have committed over \$100,000 to an incentive prize pool. Please see the [Prizes page](#) for ways to help your favorite nonprofit win additional grants.

When will incentive grant prize recipients be announced?

During The Amazing Raise, GiveRichmond will feature a live leaderboard where nonprofits and donors can track donations by organization in real-time. The leaderboard will list nonprofits in the order of most unique gifts, which is defined as one gift of \$50 or more to one organization from one donor. You will also be able to view the amount raised per nonprofit, but this is not a factor in determining incentive prize winners.

Final grant prize distribution may differ from leaderboard results, as all gifts are subject to eligibility verification. The Community Foundation will strive to confirm and announce all incentive grant recipients within 3 business days, with grant checks distributed shortly thereafter.

Can a nonprofit win more than one prize?

One organization cannot win both the 50/50 Early Bird Challenge and a Grand Prize grant award. If an organization qualifies for both, then they will receive the larger Grand Prize award. The 50/50 Challenge grant prize will then be awarded to the next organization on the leaderboard that reached 50 unique gifts of \$50 or more.

Please note that the final determination of prizes will be made at the sole discretion of The Community Foundation *Serving Richmond and Central Virginia*.

What happens if there is a tie for an incentive grant prize?

- If two organizations tie for 1st place, each organization will receive half of the combined value of first and second place (\$17,500).
- If two organizations tie for 2nd place, each organization will receive half of the combined value of second and third place (\$12,500).
- If two organizations tie for 3rd place, each organization will receive half of the original value of third place.
- If two organizations tie for any of the bonus prizes, the system will deploy a randomizer to choose a single winner.

How and when will nonprofits receive their Amazing Raise donations?

Nonprofits will receive all of their Amazing Raise donations in a single disbursement. Checks will be mailed on or around October 1, 2013.

How and when will nonprofits receive their Amazing Raise incentive grant prizes?

Nonprofits will receive all of their Amazing Raise incentive grant prizes in a single disbursement. Checks will be mailed on or around October 15, 2013.

What if the amount my nonprofit expected based on the initial Amazing Raise numbers does not match the final disbursement?

Although each nonprofit will be able to see their gifts in real time, please be aware that reconciliation must be completed and, even though gifts are considered nonrefundable, a donation can be revoked for a variety of reasons from the time of receipt to the time of disbursement. Therefore, nonprofit donation reports cannot be considered final until the nonprofit receives the disbursement. As a general rule, donations through GiveRichmond.org cannot be considered final until The Community Foundation distributes the money.

Questions regarding your payment should be addressed to lhannaford@tcfrichmond.org.