



## Acknowledging Gifts from a Donor-Advised Fund

As with any other gifts received by your ministry, it is important to acknowledge and thank supporters who give to your ministry via grants from their donor-advised funds.

**Unlike other gifts, however, you should NOT provide any form of charitable tax receipt for grants from a donor-advised fund.**

Your supporters have *already* received a receipt from their donor-advised fund administrator at the time of their original gift into that fund. Should your supporters mistake your letter as a second receipt, it could lead them to “double dip” on charitable deductions. This could prompt an unnecessary audit or other penalties for your supporter.

## Best Practices for Thanking Supporters

### Do:

- Thank your supporters for their generosity and for the impact their gifts are making.
- Link the donor-advised fund gift to your supporter’s account in your CRM.
- Provide ongoing follow-up and engagement with supporters who give from their donor-advised fund. By giving in this manner, they have indicated their interest and capacity to give more to your ministry in smart, tax-efficient ways.

### Don’t:

- Highlight the gift amount anywhere except the body of the letter.
- Include a “no goods or service” message making your letter sound like a receipt.
- Use any other language or formatting that might lead your supporters to misconstrue your thank you letter as a receipt.

## Sample Thank You Letter on Reverse

## Thank You Letter for Donor-Advised Fund Gift

*Sample Language*

[DATE]

[FORMAL NAME]

[ADDRESS]

[CITY, STATE ZIP]

Dear [NAME],

Thank you for your gift to [MINISTRY NAME]!

This acknowledges that on [DATE] we received a check from [BARNABAS FOUNDATION or OTHER DONOR-ADVISED FUND] in the amount of \$[GIFT AMOUNT].

We note that your gift has been granted to [MINISTRY NAME] as a registered 501(c)3 organization, and that you have already been receipted by [BARNABAS FOUNDATION or OTHER DONOR-ADVISED FUND] at the time of your gift into that fund.

Thank you for your faithful support that [BRIEF SUMMARY OF IMPACT/MISSION]! We are so grateful and blessed to partner with you in this important work.

With gratitude,

[SIGNATURE]

[NAME AND TITLE]

P.S. Thank you for your generous gift! If you have any questions or if I can serve you in any way, please give me a call at [PHONE] or send me a note to [EMAIL ADDRESS].