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www.GiveRichmond.org

Nonprofit User's Guide

A Guide to Creating an Organizational Portrait

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GiveRichmond.org is administered by



THE COMMUNITY FOUNDATION
Serving Richmond & Central Virginia

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GiveRichmond.org Partners



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United Way of Greater
Richmond & Petersburg

Are you looking for:

- A way to expand your community outreach?
- Connections with area funders and the public at large?
- Increased web presence?
- A tool to help assess your organization's strengths and weaknesses?
- Another way to receive funds on-line?

If you answered "Yes" to any of these questions, then GiveRichmond.org is the answer.

The Community Foundation *Serving Richmond and Central Virginia*, in collaboration with GuideStar and several local private and corporate foundations, has developed **GiveRichmond.org**. This website is a powerful tool to share your stories with prospective donors and funders; increase awareness about the role your organization plays in making this region a better place to live and work; and provides a way for your organization to receive donations, 24-hours a day, seven days a week **at no cost to your organization**.

Creating a portrait for your organization on GiveRichmond.org will help you fulfill all those things. It is a way to better engage your donors, board members and other constituents. Your portrait can also be a powerful first introduction to a prospective funder, donor or board member.

This User's Guide will help you in creating that portrait.

We look forward to learning all about your organization and posting your organizational portrait on GiveRichmond.org.

Sincerely yours,

Phil Giaramita

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Introduction

How to use this guide

You will find that the process for putting your organization's information into [GiveRichmond.org](https://www.giverichmond.org) is mostly intuitive thanks to the built-in features of the website that prompt certain actions. This companion guide should answer most questions that may arise.

It should take **less than an hour** to create a minimal portrait. A minimal portrait is completing only the **REQUIRED** fields and documents, skipping past optional data entry. After your minimal portrait is published (live on GiveRichmond.org), we encourage you to enhance the portrait as time allows for greater presence on the site.

If you experience difficulties completing a section or do not understand what we are asking for, start by reading the explanation provided in the text below the field. If the answer is still unclear, refer to the Nonprofit User Guide. Finally, if you still need further clarification, please send an email by using the [Contact Us](#) link on the navigation bar at the top of the page or call [Phil Giaramita at 804-330-7400, ext. 121](#).

REQUIRED Documents and Data to gather before you begin

To simplify the process of entering data into the [GiveRichmond.org](https://www.giverichmond.org) database, we recommend that you have the following documents readily available for data entry reference and/or electronic upload **before** beginning to create your organization's portrait.

Note: *Electronic Document file sizes must be limited to 10MB. All REQUIRED documents must be in PDF format.*

REQUIRED Electronic Files for Upload to [GiveRichmond.org](https://www.giverichmond.org):

- IRS 501(c)3 Determination Letter.
- Audited Financial Statements for past three Fiscal Years. If an audit is not available, please provide year-end treasurer's reports or Profit and Loss Statements.
- **Signed** public-disclosure Form 990 Statements for past three fiscal years. DO NOT include Schedule B.
- State Charitable Solicitations Permit (or the letter stating organization's exemption) that was received from the Virginia Department of Agriculture and Consumer Affairs.

The documents listed below do not need to be uploaded; however, you may need to refer to them to provide REQUIRED information.

- Current Board roster with names and company affiliations.
- Mission Statement
- Most recent annual report or program summary
- Brief organizational history
- Organization's pressing needs (Needs Statement)

When you have completed all of the **REQUIRED** items and uploaded the **REQUIRED** documents, you must click the [Send to Community Foundation](#) button. This button will appear only after all the **REQUIRED** fields have been completed. If you do not [Send to Community Foundation](#) we will not be notified of your completion of the portrait. **Foundation staff will enter the Fiscal Period Financial information (3 consecutive years) from your Form 990s and audits**, review the portrait and contact you if there are areas that require further attention.

After TCF has entered the financial data and approved the portrait for publishing, your organization will be asked to provide its written consent to publish the portrait for public view. This is the last step to meet the requirements for a published portrait. See *Authorization to Publish Portrait form*, attached as the final page of this document.

Getting Started

LogIn

1. To request a Nonprofit login (versus a Public User LogIn) to create a portrait, email Phil Giaramita at pgiaramita@tcfrichmond.org. Access to this information can also be found at GiveRichmond.org by clicking on [Request a Portrait for Nonprofit on GiveRichmond.org](#). You will receive LogIn information via email.
2. Once you have your LogIn and password, go to www.GiveRichmond.org.
3. Click on [LogIn](#) at the top right of the page.

To Change Your Password:

1. Click on [My Account](#) at the top of the page.
2. Click on [Edit My Information](#) and then click on [Change Password](#). If another person in your office requires access to edit your organization's portrait, please use the "[Contact Us](#)" link at the top of the page to submit a request to add another user.

Forgot Your Password?

1. Go to www.GiveRichmond.org.
2. Click on [Forgot Password](#).
3. Enter your email address twice and click [Ok](#).
4. A new password will be emailed to you.

When Creating a Portrait:

- **REQUIRED** fields to complete a Portrait are noted as such. Reminder, it should take less than an hour to create a minimal portrait with all **REQUIRED** fields.
- **Save your work as you go**. For security reasons, after 30 minutes of inactivity the GiveRichmond.org system automatically logs you off, resulting in the **loss of unsaved work**. The system's definition of "activity" is toggling between sections in your organization's portrait. Entering data into fields is not considered "activity." Please click the [Save for Later](#) button frequently to prevent the loss of your work. The [Save and Continue](#) button automatically directs you to the next section of your organization's portrait, and alerts you (red text) about any missing **REQUIRED** information in the current section. However, you may continue onto the next section even if you have missing information in the current section by clicking on the appropriate tab on the left side.
- We recommend that you draft all statements in Notepad (recommended) or Word and then copy/paste the text into GiveRichmond.org. For formatting purposes, wait to add special characters (bullets, numbering, etc.) after you have pasted into GiveRichmond.org as formatting will not transfer from Word to GiveRichmond.org.

We recommend that you keep statements brief and concise as GiveRichmond.org fields have character limits (character limits are noted for each field). If you exceed the maximum character limit, you will receive an error message when you attempt to save. While a character counter does not run continuously, clicking in the field will give you the current character count.

- If you are pasting into GiveRichmond.org from Word, a box will appear asking if you wish to clean the code before pasting from Word. Click **Ok**.
- If you receive the message that you have exceeded the text amount after you paste into GiveRichmond.org, it is most likely due to hidden codes common in most word processing programs. Using Notepad helps reduce the hidden text and codes that may be in the Word file.

Nonprofit (NPO) Home Page Features

Take a look at the features of the Nonprofit Home page. The tabs in the navigation bar also appear to donors when they log in, except for the NPO home tab. A “dashboard” of graphs provides you with an overview of your organization’s portrait and portrait activity on the middle-right side of the page.

- The **# of Fields Complete** graph provides a snapshot of the progress you have made in completing the organization’s portrait, as well as the sections remaining to complete in order to receive the GiveRichmond.org **REVIEWED** seal.

This seal informs GiveRichmond.org visitors that The Community Foundation *Serving Richmond and Central Virginia* (TCF) works with local charitable organizations to provide updated and reviewed information.

- The **# of Portrait Views** graph tracks how many times the organization’s portrait has been viewed.

Welcome, Leslie | [My Account](#) | [Logout](#)

[Find](#) [Learn](#) [Give](#) [Contact Community Foundation](#) [Home](#) [NPO Home](#) [Frequently Asked Questions](#)

Nonprofit Home

My Nonprofit Portraits

[Edit](#) [Donation Reports](#)

The Community Foundation Serving Richmond and Central Virginia

The Amazing Raise 2011 - PR Tool Kit

[Access the GiveRichmond PR Tool](#)

of Fields Complete

Category	Count
Total Fields	54
# Not Complete	0

of Nonprofit Portrait Views

Time Period	Count
Past Week	10
Past 30 Days	29
Past 365 Days	255

Accessing Your Organization's Portrait

Go to the [Edit](#) button next to [My Portraits](#) to access your organization's portrait. "Portraits" is plural, for users who may work for more than one nonprofit.

REMINDER: It should take **less than an hour** to create a minimal portrait. A minimal portrait is **completing only the REQUIRED** fields and documents.

Steps to Creating A Nonprofit Portrait

1. General Information

The following fields will be pre-populated by The Community Foundation. If any of the information is incorrect, please let us know and we will correct it.

- [Organization Name](#)
- [Legal Name](#)
- [EIN # and EIN suffix](#)
- [Year of Incorporation](#)

The following fields may be completed or edited when creating the portrait:

Organization DBA (Doing Business As): If your organization is known by any other names or abbreviations, you may list up to five (5).

Organization's type of tax exempt status: Most organizations are "Public Supported Charity." Please refer to your organization's IRS 990 and/or IRS 501c3 letter to find out the status. **REQUIRED**

Name of Supported Organization: Complete only if you did not select "Public Supported Charity" above.

Former Name/Former Name Year: If your organization has operated under any other name(s), enter the previous name and the last year that name was used.

Primary Address: Enter your physical or preferred mailing address. **REQUIRED**

Mailing Address for Checks: This is the address used for grant checks. **REQUIRED**

Fax Number: If your organization does not have a fax number, enter XXX-XXX-XXXX. The field cannot be blank. **REQUIRED**

2. Statements and Search Criteria

Mission Statement (2,000 character limit with spaces): A mission is a brief statement of the organization's ultimate goals or big ideas behind the programs and activities. It is often broader than the impact statement. **REQUIRED**

Impact Statement (2,000 character limit with spaces): List the organization's top three to five accomplishments from the past year and the top three to five goals for the current year. These can relate to programs, management, and/or finances. The impact statement should tell donors the practical purpose of your organization and should map back to your mission statement. **REQUIRED**

Needs Statement (1,300 character limit with spaces): Communicating organizational needs to donors is essential for sustaining your organization. Complete this statement by listing the organization's most pressing needs in the following categories: Monetary Support, Volunteers and Supplies/Miscellaneous. We encourage you to keep the list both concise and current by listing your five greatest needs by category in bullet format and updating the list as the needs are fulfilled. **REQUIRED**

Background Statement (2,500 character limit with spaces): History and overall description of your organization. **REQUIRED**

Statement from the CEO/Executive Director (2,600 character limit with spaces): Take this opportunity to give an insider's perspective about the organization's uniqueness. You can add or emphasize information about the organization that is important and distinctive. When developing this statement, think about how best to sell the organization to donors visiting GiveRichmond.org. Communicate your passion about the work that you do. You may want to include a short vignette or human interest story showing donors how the organization benefits individuals and the community.

Statement from the Board Chair/President (3,300 character limit with spaces): From the governance perspective, discuss the successes and challenges facing the organization. Include a statement regarding how challenges are being addressed. Donors appreciate personal stories about your passion and why you choose to volunteer with this organization.

Organizational Category(ies) – NTEE: Nonprofit organizations cover a wide range of activities, services, and programs. The National Taxonomy of Exempt Entities (NTEE) is a definitive classification system for nonprofit organizations recognized as tax exempt under Internal Revenue Code 501(c)3. For more information about the drop down NTEE code choices, visit their website at <http://nccs.urban.org/classification/NTEE.cfm> **REQUIRED**

Geographic Area Served: REQUIRED

Select all that apply. If you select "Statewide" you must serve the entire state of Virginia. To increase your visibility, please list all geographic areas served, as this is a search field on the FIND tab.

- International – Organization serves foreign countries in addition to the United States
- National – Organization serves states in addition to Virginia
- VA – Organization serves counties listed. You may serve more than one county.

Geographic Area Served Narrative (500 character limit with spaces): If applicable, identify the specific town or neighborhood your organization serves.

Keywords: Searchable Key Words. Please provide a minimum of five key words or short phrases that best describe the organization. These are words or short phrases you might use if you were doing a Google search for the organization, including former names, acronyms, informal names, event names, and name misspellings. Enter each word separated only by one space. Do not use commas or semi-colons. **REQUIRED**

3. Programs

Programs: You may list up to five programs in this section. They will appear in the order entered. Please draft all programs in Notepad (recommended) or Word, then copy and paste them into GiveRichmond.org.

Program Description (1,000 character limit with spaces): Following are some ideas for crafting a program description.

- Write a succinct narrative on each program or program area.
- Articulate the organization's program goals and/or outcomes. What are you trying to accomplish? How do you measure success?
- Address service capacity (e.g. number of shelter beds, number of performances annually, number of participants, number of rescued animals or spayed/neutered animals, number of housing units developed/renovated).
- Mention previous year's actuals (e.g. In 2011, the organization provided outpatient substance abuse treatment to 100 adolescents. Of those, 65 completed treatment and 48 remained clean and sober for six weeks following treatment.)
- Add a more detailed description of service population if "Target Beneficiary Codes" do not accurately reflect who the organization serves.
- If the organization has more than five programs, find five unifying themes to consolidate into five "categories" or "program areas." Use the description to name the programs within the categories.
- Give evidence of the needs that the programs address, including information from quoting studies or statistics.

Program Budget: Program budgets can be approximate. Please give donors an idea of what it costs to offer this program. (Approximate by the percent of staff time dedicated to the program. Include administrative costs). Do NOT use dollar signs or commas when entering your budget figure. Please provide only the numeric values.

Program Category – NPC: As defined by the National Center for Charitable Statistics (NCCS), the Program Class Codes are linked to the Nonprofit Program Classification (NPC) system for classifying program services and beneficiaries (<http://nccsdataweb.urban.org/PubApps/nteeSearch>).

Target Population Served: Select up to three target beneficiary groups for each program. To add a beneficiary, select the appropriate group in the drop-down list and click the Add button. The group will appear in the box below. If you need to remove a beneficiary, select the beneficiary in the box and click the Remove button.

Program Long-Term Success (1,000 character limit with spaces): Describe the ultimate change(s) that will result from this program. These may be far into the future and represent an ideal state.

Program Short-Term Success (1,000 character limit with spaces): Describe near-term achievement(s) or improvement(s) that will result from this program. These may represent immediate outcomes occurring as a result of the end of a session, classes or service intervention.

Program Success Monitored By (1,000 character limit with spaces): Describe how you know what is working and what is not working with the program. Report the actual tools used to measure or track success. These may include surveys, interviews with those impacted, test scores, etc.

Examples of Program Success (1,000 character limit with spaces): Provide information or data that convincingly shows that the program is effective. Provide case scenarios or examples of changed behaviors. You may include testimonies. Statistics are a plus.

Program comments: CEO/Board Comments (2,600 character limit with spaces): Discuss successes and challenges facing the organization in regards to programs and outcomes.

4. Governance

Primary Board: Enter the primary governing board members. If the organization has additional boards (advisory, youth, constituent, other), you may choose to list them in the "Additional Boards" section. **REQUIRED**

Names and Affiliations: Company Affiliation: Please do not list simply "Retired." If the board member is not currently affiliated with a company, provide former affiliation (e.g. Dominion Resources – Retired) or "Community Volunteer." Please do not list board member's board positions or titles. **REQUIRED**

NOTE: Board Chair's email address will not be publicly viewable.

Board Demographics: Gender and Ethnicity. List them as numbers; not percentages. For example, if there are 5 African-Americans on the board, enter 5. Board demographics must total the same number of board members listed on the Primary Board. **REQUIRED**

Board Attendance Spreadsheet Upload: This form may be used to calculate board attendance percentage. Access the document through the link on the GiveRichmond.org Nonprofit Home page and download the template. After completion, you may wish to upload the document (Optional.) Figures should represent the past fiscal year.

Board Term Information: Board Term Length (# of years). Board Term Limits (# of terms).

Written Board Selection Criteria Document Upload: If you select "Yes," you are **NOT** required to upload or otherwise provide this document, contrary to the site's instructions.

Written Conflict of Interest Policy Document Upload: Please indicate whether your organization has a written conflict of interest policy that is reviewed on a regular basis. If you select "Yes," you are **NOT** required to upload or otherwise provide this document, contrary to the site's instructions. Answering the question is **REQUIRED**

Constituency Includes Client Representation: Does a board member represent your target population served? This answer will not be viewable by the public.

Percentage of Monetary Contributions: Board monetary giving includes personal, individual gifts only. Gifts from a board member's company/organization do not count toward this percentage. **REQUIRED**

Percentage of In-Kind Contributions: Includes professional pro bono work, materials and direct service volunteer hours.

Governance Comments (2,600 character limit with spaces): CEO/Board comments about challenges and opportunities facing the organization and how these are being addressed.

5. Management

NOTE: Legacy ID fields are completed by The Community Foundation.

CEO/Executive Director Name: Start Month and Start Year. If the organization is all-volunteer, enter the primary contact person or “No CEO.” **REQUIRED**

CEO Total Compensation for Last Year: This field will be entered by The Community Foundation and will not be publicly viewable.

CEO/Executive Director Experience (2,000 character limit with spaces): Please enter this information in biographical form. Do not enter it in resume format.

Former CEO and Senior Staff Information

Number of Full Time Staff, Part-Time Staff, Number of Volunteers and Number of Contract Staff: Enter numbers, not percentages.

Staff Retention Rate %: Use the formula: Staff Retention Rate = x/y , where x equals the number of full-time staff who were employed as of fiscal day one last year and are still employed as of fiscal day one this year, and y equals the number of full-time staff who were employed as of fiscal day one last year. For example, if a staff of 10 had one staff member leave the organization during the last fiscal year, enter $9/10 = 90\%$ staff retention rate.

Fundraising Plan Document Upload: If you select “Yes,” you are **NOT** required to upload or otherwise provide this document, contrary to the site’s instructions.

Strategic Plan Document Upload: If you select “Yes,” you are **NOT** required to upload or otherwise provide this document, contrary to the site’s instructions.

State Charitable Solicitations Permit: This is the letter you receive from the Virginia Department of Agriculture and Consumer Affairs (VDACS). If your organization is exempt, select “Exempt.” If you are required to register with VDACS, please enter the month and year your permit expires. If you do not know the status of your organization, please visit the VDACS website at <http://www.vdacs.virginia.gov/consumers/index.shtml>. **REQUIRED**

State Registration: This form is received from the Virginia Department of Taxation.

Management Succession/Training Plan Document Upload: If you select “Yes,” you are **NOT** required to upload or otherwise provide this document, contrary to the site’s instructions.

Organization Policy and Procedures Plan Document Upload: If you select “Yes,” you are **NOT** required to upload or otherwise provide this document, contrary to the site’s instructions.

Whistle Blower Policy: If you select “Yes,” you are **NOT** required to upload or otherwise provide this document, contrary to the site’s instructions.

Document Retention/Destruction Policy: If you select “Yes,” you are **NOT** required to upload or otherwise provide this document, contrary to the site’s instructions.

Management Reports to Board: Select Yes, No or N/A.

CEO/Executive Director, Senior Management and Non-Management Formal Evaluation: Select Yes, No or N/A.

Collaborations (1,300 character limit with spaces): List the organizations with which your organization has significant relationships or partnerships.

Affiliations: Select all that apply and enter the year the organization joined.

External Assessments/Accreditation: Select all that apply and enter the year.

Awards/Recognitions: List up to 5 awards or recognitions the organization has received.

Directors and Officers Insurance Policy: If you select “Yes,” you are **NOT** required to upload or otherwise provide this document, contrary to the site’s instructions.

Risk Management: Select all that apply.

Nondiscrimination Policy Upload: If you select “Yes,” you are **NOT** required to upload or otherwise provide this document, contrary to the site’s instructions.

Is your organization licensed by the government (federal, state and/or local)? If yes, add government licenses.

Management Comments (2,600 character limit): Discuss challenges and opportunities facing the organization and how these are being addressed.

6. Financials

Current Fiscal Year Start/End Dates: Enter the **current** FY dates. **REQUIRED**

Current Fiscal Year Projected Revenue and Expenses: Enter **current** projections, and only the number. Do **NOT** use symbols including \$. **REQUIRED**

Does the organization have an endowment? Endowment funds must be permanently restricted by legal definitions. If you answer “No” to this question, you may skip all other questions related to the endowment.

What is the value of the endowment? Required if you answered “Yes” to the previous question.

What is the endowment’s spending policy? Required if the organization has an endowment.

Capital Campaign Purpose, goal, and dates: Capital campaigns are defined as fundraising efforts over and above the annual operating budget. If you answer “No” to this question, you may skip all other questions related to capital campaigns.

IRS Letter of Determination of Tax Exempt Status: Name it *501C3 Letter*. **REQUIRED**

Form 990s: REQUIRED

NOTE: Documents for uploading should not be larger than 10MB. Be certain that the documents are not password protected.

- Upload the final, signed, public inspection version of the organization’s IRS Form 990s for the past 3 years. For donors’ privacy, DO NOT include Schedule B.

Helpful hint: In-house scanned documents may be too large to load. Ask your audit/tax preparer for an electronic version. www.GuideStar.org may have the Form 990 on its site in a highly-compressed version.

- If the organization files a Form 990-N, upload confirmation receipts from the IRS. Also submit 3 years of financial data which will be used to prepare financial graphs. Financials should include balance sheets, income statements and a board approved budget.
- If an umbrella-organization includes your organization in its Form 990s, submit three years of financial statements that reflect only the local program. These will be used to prepare financial graphs.
- Name these documents simply: *Form 990, Form 990-N, Form 990-EZ, etc.* Please do not put the date of the document or reference to your organization. The date will be entered in a separate field, and these documents are viewable only on your portrait page of GiveRichmond.

Audit Documents:

Does your organization have an audited financial statement? Yes or No **REQUIRED**

Answer “Yes” only if a full audit by an outside party is performed. A “Financial Review” performed by an outside party is not considered an audit.

Upload the most recent 3 years audited financial statements, including the signed independent auditors’ report which should be on the firm’s letterhead. If the organization does not conduct an audit, upload 3 years of year-end treasurer’s reports or profit and loss statements and if available a compilation report or review. **REQUIRED**

Document names should accurately reflect document type. e.g. *Audited Financial Statements, Financial Review, Profit & Loss Statements, Year-end Treasurer’s Report, etc.* Do not put the year in this field, it will be reflected in the next field.

TCF will enter the financial data using the IRS Form 990s and audits. Once the data is entered, we encourage your organization’s CFO or treasurer to review the information for accuracy.

7. Other Documents

To protect the integrity of the documents, we recommend you save them in PDF format.

Other 1 and Other 2: These sections are for documents you wish to share with the Foundation, but do **NOT want to be publicly viewable.**

Other 3: Documents uploaded to this section (you may upload multiple documents) will be publicly viewable. Here is where you would upload annual reports, agency brochures, flyers, etc. publicly

Solicitations Permit: Upload the organization’s letter (or letter of exemption) from the Virginia Department of Agriculture and Consumer Affairs (VDACS) in this section. It is publicly viewable. **REQUIRED**

8. Multi-Media

We encourage you to put your organization's logo as well as photos on GiveRichmond.org to help market the organization. Logos must be **jpg or gif and no more than 150 pixels wide** with no restriction on height. Pictures must be **jpg or gif and 320 x 240 pixels**. All logos and pictures should be optimized for the web (<100K if possible). Only videos currently uploaded to YouTube can be displayed on the portrait. Send the link to the YouTube video to Phil Giaramita at pgiaramita@tcfrichmond.org for upload of the video to the portrait.

Tips on uploading photos and logos:

If you do not resize logos and photos to approximate the above specifications, they will appear stretched and distorted on the portrait.

9. Review Changes or Send to Foundation

This section tracks and allows you to view a history of changes made to the portrait. The list shows what changes were made and the day and time of the change. You can also use the button at the top of the page labeled [Review Changes to Publish or Send Back](#) to see this information.

When you are satisfied with the portrait, Save and then click [Send to Community Foundation](#). This button will appear only after all the **REQUIRED** fields have been completed. TCF will review the portrait and contact you if there are areas that require further attention.

After TCF has approved the portrait for publishing, it will be made publicly viewable after it has received written consent from your organization's President, CEO, Executive Director, Board Chair or other designated agent. *See attached form.*

Donations

The Community Foundation *Serving Richmond and Central Virginia* (TCF) has a partnership with Kimbia so that your organization can receive net proceeds from credit card donations made through the GiveRichmond.org site. Contact the GiveRichmond Coordinator, if your organization does not want to participate in this online giving program.

GiveRichmond.org donations are reconciled during the first week of the month for the previous month's donations. Checks are mailed the 2nd week of each month. When you receive the net proceeds of GiveRichmond.org donations, please note The Community Foundation is your donor of record for tax reporting purposes.

To view the names of the donors who designated their gifts to your organization, click on [Donation Report](#) on your organization's homepage. This report is viewable during the first week of the month after donations have been reconciled by TCF.

We encourage organizations receiving monies through GiveRichmond.org to acknowledge an individual's role in support. It is important to remember that these contributions were legally made to The Community Foundation, Inc. and designated for your benefit. The Foundation has already provided the charitable tax receipt to these donors. Your letter should not contain any tax receipt language. You may certainly give "soft-credit" to the donors in your donor lists and publications.

We are pleased to provide you with a template to acknowledge the donor without creating a duplicate tax receipt.

Dear Donor,

On behalf of the Board of Directors, I would like to thank you for your (\$ amount if you wish) contribution through GiveRichmond.org to support ORGANIZATION.

To recognize your support, your name will appear in print and electronic listings of our 2013 donors. If you prefer to be listed differently than “DONOR NAME,” or wish to remain anonymous, please call or e-mail me at: your org contact@ org.

Insert paragraph of organization’s news, how the contribution will be used, etc.

Thank you for your support.

The Community Foundation collects no fee from online donations. Fees for donations received through GiveRichmond are assessed as follows: \$1.49 to KIMBIA, the website processor. 2.75% + \$0.57 goes to the credit card processing company.

If you have questions regarding GiveRichmond.org donations or nonprofit donation reports, please contact Leslie Hannaford, Office & Technology Manager, at 804-330-7400 Ext. 125 or lhannaford@tcfrichmond.org.

Updating Your Organization’s Portrait

To maintain a publicly viewable portrait, all organizations are required to update their portraits annually with the most up-to-date board and financial information. TCF encourages you to keep the rest of your organization’s portrait as current and up-to-date as possible. **Whenever a change is made to your organization’s portrait, the portrait must be submitted by clicking [Send to Community Foundation](#) in order for the changes to be published. This action notifies the Foundation that new information has been submitted for publishing.**



GIVERICHMOND.ORG

Authorization to Publish Portrait

Organization Name

EIN

Name of person authorizing publication

Title

I have reviewed and approve the information submitted for this organization's GiveRichmond.org portrait.

I understand that The Community Foundation will provide notification when updates are required to maintain a published portrait on GiveRichmond.org. I understand that The Community Foundation reserves the right, in its sole discretion, to remove the portrait from public view for reasons including, but not limited to, non-compliance with website standards; incomplete, inaccurate, or out-of-date information; or, revocation of tax exempt status.

Signature

Date

Please return this signed form to Phil Giaramita via email pgiaramita@tcfichmond.org or fax (804) 330-5992.

GiveRichmond.org is administered by



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