

PERRY BELMONT HOUSE FOUNDATION, INC. DONATION GUIDELINES

The Perry Belmont House Foundation solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. Perry Belmont House Foundation urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. The following policies and guidelines govern acceptance of gifts made to Perry Belmont House Foundation for the benefit of any of its operations, programs, or services.

Use of Legal Counsel—Perry Belmont House Foundation will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- A. Gifts of securities that are subject to restrictions or buy-sell agreements.
- B. Documents naming as trustee or requiring Perry Belmont House Foundation to act in any fiduciary capacity.
- C. Gifts requiring Perry Belmont House Foundation to assume financial or other obligations.
- D. Transactions with potential conflicts of interest.
- E. Gifts of property which may be subject to environmental or other regulatory restrictions.

Restrictions on Gifts—Perry Belmont House Foundation will not accept gifts that (a) would result in Perry Belmont House Foundation violating its Articles of Incorporation, (b) would result in Perry Belmont House Foundation losing its status as an IRC 501(c)(3) not-for-profit organization, (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences for Perry Belmont House Foundation, or (e) are for purposes outside Perry Belmont House Foundation’s mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board of Directors and may be in consultation with the International Headquarters Administrator.

Gifts Generally Accepted Without Review—

- Cash. Cash gifts are acceptable in any form, including by check, money order, or on-line.
 - Perry Belmont House Foundation may seek monetary donations to undertake clearly defined preservation or restoration projects at the Perry Belmont House. This includes such things as furniture restoration; painting, reupholstering or refurnishing wall and floor surfaces; restoring or replicating historic drapery; and restoration or upgrading necessary structural or other systems, etc. Some of these projects may be defined on the organization’s website.
 - Perry Belmont House Foundation may seek undefined monetary donations that can be appropriated by the Board of Directors to meet its goals, generally.

- **Marketable Securities.** Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by Perry Belmont House Foundation's Board of Directors. In some cases, marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Board of Directors.
- **Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans.** Donors are encouraged to make bequests to Perry Belmont House Foundation under their wills, and to name Perry Belmont House Foundation as the beneficiary under trusts, life insurance policies, commercial annuities, and retirement plans.
- **Charitable Remainder Trusts.** Perry Belmont House Foundation will accept designation as a remainder beneficiary of charitable remainder trusts.
- **Charitable Lead Trusts.** Perry Belmont House Foundation will accept designation as an income beneficiary of charitable lead trusts.

Gifts Accepted Subject to Prior Review—Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- **Tangible Personal Property.** The Board of Directors in consultation with the International Headquarters Administrator shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: does the property further the organization's mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which the organization may be responsible? Is the title/provenance of the property clear? Such donations should generally be acknowledged without assigning a valuation to the goods or services – the donor is responsible for that.
 - Examples of particular interest may include, but are not limited to:
 - Donations of iconic Order of the Eastern Star artifacts.
 - Perry Belmont family artifacts and items such as paintings, furniture, tapestries, books, letters, photographs, etc., that were previously located in the House or significantly support the historical narrative of the House.
- **Life Insurance.** Perry Belmont House Foundation will accept gifts of life insurance where Perry Belmont House Foundation is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.

- Real Estate. All gifts of real estate are subject to review by the Board of Directors. Prior to acceptance of any gift of real estate other than a personal residence, Perry Belmont House Foundation shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include: Is the property useful for the organization's purposes? Is the property readily marketable? Are there covenants, conditions, restrictions, reservations, easements, encumbrances, or other limitations associated with the property? Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property? Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

Adopted: December 5, 2022