For Fundholders

Make a note of your User ID and Password for DonorCentral, the online source for all information about your fund. When you log on to DonorCentral, you can view your fund balance, gifts to your fund, grants made and pending, and recommend a grant.

You can access this data from anywhere there is Internet access.

User ID

Password

If you have questions about the benefits of starting a fund, or accessing your fund on DonorCentral, please contact the Community Foundation of Collier County at 239.649.5000.
A donor advised fund can be created by one or more individuals or by an organization such as a service club. For donors who want to avoid the expense and administrative burdens of creating a private foundation, but who want to involve their family in charitable giving, a donor advised fund is frequently an attractive alternative. Using a donor advised fund allows you to make a donation to your fund and receive a tax deduction in the year of the donation, and it allows your family to remain involved in the fund’s charitable grantmaking for future generations.

A donor advised fund offers benefits such as flexibility in recommending a grant, as well as the option to remain anonymous. Since the donors are eligible to take the maximum tax deduction available once they have made their contribution, the Community Foundation owns and controls the assets, allowing the donor to have advisory privileges over the distribution of charitable grants.

Fundholders can make grants to any nonprofit organization, including houses of worship, schools and universities. The Community Foundation staff conduct due diligence to determine that the recommended grantee is tax-exempt, and all grant recommendations require approval by the Community Foundation’s Board of Trustees in accordance with industry regulations.

Additionally, donors can be assured their advice is taken seriously. Investments, paperwork and grant monitoring are handled by the Community Foundation along with donor recognition.

Donor advised funds are often an attractive alternative to a private foundation because they allow for greater tax benefits, eliminating the burden of filing tax forms, have lower fees, offer the option of remaining anonymous, do not include excise tax, and do not mandate payout.

Creating a corporate advised fund with the community foundation is an easy and efficient way for your company to give back. Your corporate committee makes recommendations on all grants to charities. We manage the fund administration, investments and vetting of the nonprofit organizations for you. Our staff may also partner with you to design a program that is uniquely tailored to your objectives and culture.

Advantages of a corporate advised fund include:

- Ability to outsource all or part of your corporate philanthropy program
- No legal liability, Community Foundation of Collier County remains in full compliance with state and federal regulations related to grants and contributions
- Name your corporate advised fund and issue grants in the company’s name or anonymously
- Maximum allowable tax advantages for donations
- Ability to accept a wide range of charitable donations
- No separate tax return
- Ability to create a corporate committee with access to Community Foundation staff
Simplicity
You establish the fund by signing a simple document and making a gift of cash, securities or other assets. You choose the fund name and designate advisors.

Tax-Deductible Gift
Your initial gift to create the fund (and additional gifts) receives the maximum charitable tax deduction allowed by law. You may be eligible to receive a tax deduction on your contribution up to 60% of your adjusted gross income for cash contributions and up to 30% of your income if you contribute securities, therefore avoiding capital gains taxes on appreciated assets.

Make a Difference
By establishing a donor or corporate advised fund at the Community Foundation, you are making a positive impact on the community and are creating a legacy.

Streamlined Paperwork
The Community Foundation takes on the paperwork responsibility associated with the fund’s activity. This is particularly beneficial if you recommend that the assets in your donor advised fund be distributed to multiple charities, rather than just one. We will serve to reduce your record-keeping obligations, especially if you’re contributing appreciated securities.

Experienced, Effective Philanthropic Partners
By acting in partnership with the Community Foundation, you are able to centralize and streamline your philanthropy by recommending grants to benefit the nonprofit organization(s) of your choice. Our comprehensive Nonprofit Directory is a wonderful way to access detailed information about local nonprofit organizations. The Nonprofit Directory can be found online at cfcollier.org.

Learning Experience
You experience the unique opportunity to learn about philanthropy from a knowledgeable team. The Community Foundation’s staff is available to review requests and make recommendations for specific areas of your interests.
Non-Endowed vs. Endowed Funds

Funds can be endowed (only the earnings – not the principal – are used to make grants) or non-endowed (distributions can be made from both income and principal).

Endowments are permanent funds established to perpetually carry out the donor's philanthropic intentions. In essence, endowments are gifts that keep growing and giving. Assets are invested for growth, and the amount available for grants each year is based on a “spending policy” that may be changed by the Foundation’s Board. Contact our Donor Services staff for more information about the current spending policy.

Non-endowed funds allow grant distributions – from the fund’s total balance – excluding the $10,000 minimum balance. A non-endowed fund may be converted to an endowment – usually upon the passing of the original donor(s) – but an endowed fund may not become non-endowed.

Succession

Holders of donor advised funds may select succeeding individuals or successors to exercise the privileges and fulfill the duties associated with that fund upon their death or other disqualification of all the participating holders of that donor advised fund.
Your gifts receive the most favorable tax treatment under the Internal Revenue Code, because your donor advised fund is part of a public charity, and all gifts to your fund are irrevocable. Fundholders can receive immediate tax benefits for the current market value of the gifts up to 60% of your adjusted gross income, or 30% for gifts of long-term appreciated property.

Other individuals may also contribute to the fund (unless requested otherwise) for purposes consistent with the original fund agreement.

**Assets That Can Be Donated to Your Fund**

- Cash and marketable securities
- Closely-held and restricted stock
- Tangible personal property (i.e. rare books, furniture and artwork)
- Real estate
- Life insurance

Checks shall be made payable to the Community Foundation of Collier County, with the fund name in the memo line. Procedures for gifts of publicly traded securities may be obtained by contacting the Community Foundation staff. In the case of gifts of restricted or closely-held stock, real estate, art, or other unusual assets, the proposed gift is considered on a case-by-case basis and acceptance will require additional approval by the Foundation’s Board of Trustees. Assets which cannot be readily converted to a charity’s financial benefit or which carry unusual potential liability may not be accepted.

**Minimum Requirements**

If your fund drops below the minimum level of $10,000, you will be unable to distribute grants. The Community Foundation will send you a notification letter if this occurs. Once your fund reaches the minimum level, you can continue to support your charitable interests.

**Year-End Giving and Granting**

Donors planning to make a year-end stock gift into their funds are asked to advise the Community Foundation as soon as possible so that gifts can be handled in a timely manner.

The Community Foundation also offers an opportunity to make year-end grants to nonprofit organizations. Donor advisors are asked to send grant recommendations by December 15 for the Board of Trustee’s approval so that grants can be paid before the year-end.

*IRAs’ annual disbursements may not be donated to a Donor Advised Fund.*
Investment Consultants and Managers

The assets of your fund are co-mingled with those of the Community Foundation and are professionally managed by our investment manager. Consultants and managers are under the supervision of the Community Foundation’s Investment Committee. The Investment Committee is comprised of highly reputable business and financial leaders in our community.

The majority of the Community Foundation’s assets are pooled and invested using a strategy developed by the Investment Committee. However, if the fund is over $1 million, you may request to use a specific money manager as long as the money manager uses the Community Foundation’s Investment Policy, meets our criteria for Financial Partners and is approved by the Board of Trustees.

The Community Foundation is audited annually. Additionally, 990s and audits are available upon request and can be viewed online at cfcollier.org.

Fees

There are two fee assessments on funds at the Community Foundation:

- The first fee is an investment fee charged by the Investment Managers. This fee covers costs incurred to manage and invest each fund. All returns are net of fees.
- The second fee is an administrative fee charged by the Community Foundation to help cover operational costs for each fund and varies depending on the size of the fund. You will see this charge on your fund statement.

Administrative fees are assessed quarterly, and based on the fund’s market value in the previous quarter. Investment fees are passed along to the fund as the Community Foundation receives them. All fees are charged directly to the fund and do not require additional payment by you. The Community Foundation does not charge a transaction fee for new contributions, for distributions to charities or for regular administrative support by our staff.

Dormant Funds

If a fund advisor does not make any grant distributions for a period of five (5) years or does not contact the Community Foundation during this time, the fund will automatically convert to an unrestricted named fund for Collier County. The Community Foundation’s Board of Trustees will make grant decisions through the unrestricted fund that will most benefit our community at the time of distribution through Community Impact Grants.

For additional information on these rules, see IRS Publication 526 at www.irs.gov/pub/irs-pdf/p526.pdf
Submitting a Request

Fund advisors may suggest a grant for general support or for a specific program or activity.

Information needed for a request:
• The name and address of the organization.
• The amount of the proposed grant and the purpose of the grant.
• Any special instructions.
• If the grant is to be anonymous.

Donor suggestion forms can be found online at cfcollier.org for those who prefer to complete them and fax or mail to the Community Foundation.

Grants must be for charitable purposes. The minimum grant amount is $100.00. Fundholders may make recommendations at any time and as often as you wish. Requests may be initiated via DonorCentral.

We use the term “recommended” purposefully. In order to gain the maximum tax advantage when you make a contribution to establish or augment your fund, the IRS insists that final determination of how the funds are used rests with the Foundation’s Board of Trustees.

For more information, please contact us at 239.649.5000.

Grants

Fundholders can support a wide-range of areas and organizations through the Community Foundation. You may recommend that grants be made to any IRS tax-exempt public charity with 501(c)(3) IRS classifications. Grants to religious organizations, educational institutions, and libraries or government programs are also allowed. The IRS is specific about some limitations on the types of grants that can be made from a donor advised fund.

Donor and Corporate Advised Funds CANNOT fund the following:
• Gifts that include personal benefit or services rendered to the donor, donor advisor(s) and/or related parties.
• Memberships in a nonprofit organization (i.e. museums, guilds, etc.).
• Tickets or sponsorships to fundraising events (i.e. awards luncheons, golf tournaments, etc.).
• Goods purchased at charitable auctions and other fundraising events.
• Gifts to private foundations (because they receive different tax treatments).
• Gifts to individuals.
• Gifts for lobbying purposes or to support political campaigns

Geographic Area

Grants from advised funds may be made to charitable organizations in Collier County and throughout the world. For donors and fund advisors who have multiple residences, this provides a simplified and convenient way to make charitable gifts to organizations in several communities.
The Community Foundation updates fund statements quarterly on our donor portal DonorCentral, located at cfcollier.org. Donors and fund advisors can access fund statements on the portal 24-hours a day. Fund statements can also be mailed by request.

**DonorCentral**
DonorCentral is an online service for fundholders of the Community Foundation.

**With DonorCentral you can:**
- Check your fund balance.
- View and print your fund statements (updated monthly and quarterly).
- View grants made from your fund.
- Research new grant opportunities.
- Recommend grant payments.

To access DonorCentral, visit cfcollier.org and click on the DonorCentral button (located in the top right corner) to get started. To log on, please enter the user ID and password which were provided to you.

**Your password is protected for privacy.**
Training classes are frequently held at the Community Foundation for new fundholders, and for individuals who would like a refresher course on DonorCentral. Contact us at 239.649.5000 if you need help accessing DonorCentral.
Due Diligence

When we receive your grant recommendations, we carefully verify that the recommended grantee is certified by the Internal Revenue Service as a charitable organization.

The Board of Trustees has approved guidelines that are accommodating to you and the public charities you support. The Board recognizes its need to support organizations that donors care about, while balancing the need to act using good judgment.

In rare instances, the Board may decline a donor advised fund recommendation. A decline could occur during the due diligence process we perform on organizations, or if it is not an IRS-qualified public charity grant or a substantive issue was raised. We would, of course, discuss the issue with you and help you redirect the gift.

Acceptable Types of Fund Activity

The following are definitions of fund activity that leads to fund distributions that apply to funds that have more than $10,000. If this policy ever conflicts with federal law or state law (including UPMIFA), the relevant law controls.

A fund is considered active when there is regular communication between a donor (or named successors) and the Community Foundation of Collier County regarding the existence and purpose of that fund. Examples of some of the activities that would deem a fund active include (but are not limited to):

- **Regular Grant Recommendations.** Donor advisor generally recommends grants at least annually to qualified charitable organizations. The amount of grantmaking can vary from year to year.
- **Developing a Philanthropic Program.** Donor advisor makes a substantial contribution to donor advised fund, for example, upon the sale of his or her business, and refrains from recommending grants for a given initial period while the fund advisor consults with the sponsoring charity and/or does his or her own research to determine what types of grants will best meet community needs and/or his philanthropic goals.
- **Long-term Giving Plan.** Donor advisor deliberately reduces the frequency or size of grant recommendations from fund, for example:
  1. During his or her working years with the intention of increasing the donor advised fund balance to support grantmaking during his or her retirement, when the advisor expects his or her income to change.
  2. A donor may want to build a fund over time so the donor’s children can make grants later (the idea being the donor is leaving a charitable legacy for the next generation to administer).
  3. Donor advisor refrains from recommending grants for a given period because the fund is invested in an illiquid or undervalued investment. Donor advisor intends to begin making grant recommendations when the investment can be sold at a reasonable price.
• **Project Grants.** Donor advisor makes a substantial contribution to a donor advised fund and determines to recommend grants to a specific qualified charitable organization over a period of 20 years so that the donor can monitor how the charitable organization performs, and to consider whether another organization would better achieve the donor’s charitable objectives.

• **Seedling Fund:** Donor advised funds may need time to build the fund balance to make substantial grants to the community. Therefore, there may be no distributions made until the fund balance reaches an amount stated in the donor advised fund file.

• **Specific Exception Grant.** Donor advisor refrains from recommending grants for a number of years with the specific charitable goal of recommending a grant upon a specific occasion. Examples may include:
  1. Donor is incapacitated with no successor advisor(s) named so the community foundation waits until the donor’s death to distribute the fund according to the donor’s original intent;
  2. Fund has transitioned to named successor advisors but they are minors and no adult representative is named to represent them (so grants resume when successor advisors are adults);
  3. Founders of fund who are also the donor advisors are getting divorced so that grants are suspended until both the husband and wife agree on grants, which may include splitting the fund into two separate funds, one for each spouse to advise or eventually dissolving the fund by the making of charitable grants;
  4. Grants are suspended during litigation involving a fund (e.g., the donor has left his/her estate to a fund, but the donor’s children are disputing the bequest so the community foundation does not allow grants until the litigation is resolved);
  5. Donor leaves a bequest to a fund and distributions are made periodically to the fund during the estate settlement process, but grants are not made until the estate is fully settled.

**Site Visits**
If you wish and the circumstances are appropriate, the Community Foundation can arrange site visits to the nonprofit organizations of your choice so you can see firsthand the positive outcome of your philanthropy.

**Nonprofit Directory**
Our Nonprofit Directory is a free resource that helps you direct your charitable giving by providing comprehensive, frequently-updated and easily-searchable information about hundreds of nonprofit organizations serving our area. It’s a wonderful way to learn more about our nonprofit community.

Visit [www.cfcollie.org](http://www.cfcollie.org) to begin your search.
Many people enjoy introducing their children and grandchildren to an ongoing tradition of philanthropy. Approaching philanthropy as a family can be a way to deepen the bonds between loved ones while simultaneously impacting the causes that matter to you.

Giving back together provides many benefits, including:

- Passing on philanthropic values and the spirit of giving to the next generation.
- Encouraging the next generation to give their resources.
- Establishing or continuing a family philanthropic legacy.
- Exposing family members to the needs of the community.
- Bringing the family closer while learning more about each other’s interests.
- Teaching family members how to give effectively.
- Finding a common-ground for working together.
- Recognizing and celebrating the family’s history and values.
- Fostering a mindset of abundance while having fun together.

If you would like to achieve these goals, we suggest that you start a donor advised fund for your children and/or grandchildren. By combining resources with siblings or cousins you can increase your impact and work toward a common goal – perhaps memorializing a loved one or supporting a shared passion.

Some families choose to contribute to the charitable fund rather than purchasing holiday gifts because it simplifies the busy holiday season, and it allows for maintaining and celebrating the true spirit of generosity.

Call our Donor Services Department for our Family Philanthropy toolkit.
Philanthropy is based on a voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

- To be informed of the organization’s mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the organization’s governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the organization’s most recent financial statements.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgment and recognition.
- To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- To feel free to ask questions when making a donation and to receive prompt, truthful, and forthright answers.

The Donor Bill of Rights was created by the American Association of Fund Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), the Association of Fundraising Professionals (AFP), and the Council for Advancement and Support of Education (CASE). It has been endorsed by numerous organizations including the National Committee on Planned Giving.
<table>
<thead>
<tr>
<th><strong>COMMUNITY FOUNDATIONS VS. PRIVATE FOUNDATIONS</strong></th>
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<tbody>
<tr>
<td><strong>ESTABLISHING A FUND</strong></td>
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<tr>
<td>Donor Advised Fund at the Community Foundation of Collier County (CFCC)</td>
</tr>
<tr>
<td>A fund can be established quickly and efficiently with a simple document. There is no initial cost to establish the fund. Administrative fees start at 1.1%.</td>
</tr>
<tr>
<td><strong>TAX TREATMENT OF CASH GIFTS</strong></td>
</tr>
<tr>
<td>Tax deduction of up to 60% of Adjusted Gross Income (AGI).</td>
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<tr>
<td><strong>TAX TREATMENT OF APPRECIATED PUBLICLY TRADED SECURITIES AND CLOSELY HELD STOCK</strong></td>
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<tr>
<td>Tax deduction of 100% of fair market value up to 30% of AGI.</td>
</tr>
<tr>
<td><strong>TAX TREATMENT OF REAL ESTATE GIFTS</strong></td>
</tr>
<tr>
<td>Tax deduction of 100% of fair market value up to 30% of AGI.</td>
</tr>
<tr>
<td><strong>TAX EXEMPT STATUS AND REQUIRED PAYOUT.</strong></td>
</tr>
<tr>
<td>CFCC is a 501(c)(3) public charity and is fully tax exempt. No payout is required.</td>
</tr>
<tr>
<td><strong>ANNUAL TAX RETURNS</strong></td>
</tr>
<tr>
<td>Individual donors or grants can be kept private. If the donor wishes, the CFCC can serve as a buffer between the donor and grantseekers.</td>
</tr>
<tr>
<td><strong>INVESTMENTS</strong></td>
</tr>
<tr>
<td>A diversified portfolio and economies of scale offer greater cost-efficiencies and minimize risks. CFCC works with professional money managers and our Investment Committee provides experienced oversight and stewardship.</td>
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<tr>
<td><strong>EXPERTISE</strong></td>
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<tr>
<td>CFCC provides expertise to donors on a wide range of gift management, finance and fund administration issues.</td>
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<tr>
<td><strong>GRANT ADMINISTRATION</strong></td>
</tr>
<tr>
<td>Our professional staff are available to assist donors with grant administration, research and program evaluation to ensure maximum community impact.</td>
</tr>
<tr>
<td><strong>ACCOUNTABILITY</strong></td>
</tr>
<tr>
<td>CFCC obtains an independent audit each year. Publication of an annual report, public disclosure of grants, and thoughtful selection of Board members ensures funds are used in the communities' best interests.</td>
</tr>
<tr>
<td><strong>FLEXIBILITY</strong></td>
</tr>
<tr>
<td>As a public charity, CFCC's organizational structure is purposely designed to allow greater flexibility to respond to and meet emerging needs in the community.</td>
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<tr>
<td><strong>PRIVACY</strong></td>
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<tr>
<td>Individual donors or grants can be kept private. If the donor wishes, the CFCC can serve as a buffer between the donor and grantseekers.</td>
</tr>
<tr>
<td><strong>Private/Family Foundation</strong></td>
</tr>
<tr>
<td>Establishing a new foundation requires extensive legal, accounting, and operational expenses on an ongoing basis. Generally, $5,000-$10,000 is needed to establish the fund.</td>
</tr>
<tr>
<td><strong>TAX TREATMENT OF CASH GIFTS</strong></td>
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<tr>
<td>Tax deduction of up to 30% of Adjusted Gross Income (AGI).</td>
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<tr>
<td><strong>TAX TREATMENT OF APPRECIATED PUBLICLY TRADED SECURITIES AND CLOSELY HELD STOCK</strong></td>
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<tr>
<td>Tax deduction limited to cost basis up to 20% of AGI.</td>
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<td><strong>TAX TREATMENT OF REAL ESTATE GIFTS</strong></td>
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<tr>
<td>Must file annual Federal 990-PF and supporting schedules, which indicate staff salaries, investment performance, fees, etc. Trustees must perform, contract, or hire staff for these services.</td>
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<tr>
<td><strong>TAX EXEMPT STATUS AND REQUIRED PAYOUT.</strong></td>
</tr>
<tr>
<td>Private foundations are subject to excise taxes and annual 5% payout requirements.</td>
</tr>
<tr>
<td><strong>ANNUAL TAX RETURNS</strong></td>
</tr>
<tr>
<td>Selection of investment strategies and professional fund advisors can become a very time consuming responsibility for a private foundation’s Board of Trustees.</td>
</tr>
<tr>
<td><strong>INVESTMENTS</strong></td>
</tr>
<tr>
<td>Requires extensive time to review proposals, investigate community needs, confirm status of grantees and evaluate previous distributions.</td>
</tr>
<tr>
<td><strong>EXPERTISE</strong></td>
</tr>
<tr>
<td>Laws and regulations governing private foundations differ greatly from those of public charities and may require expensive specialized legal and finance expertise.</td>
</tr>
<tr>
<td><strong>GRANT ADMINISTRATION</strong></td>
</tr>
<tr>
<td>Expensive and lengthy legal proceedings may be required to change the purposes of a private foundation.</td>
</tr>
<tr>
<td><strong>ACCOUNTABILITY</strong></td>
</tr>
<tr>
<td>Required to file tax returns on donations, grants, investment fees, staff salaries, etc. These are public records and are compiled into grantseeker directories.</td>
</tr>
</tbody>
</table>
Definition of Terms

Qualified Charitable Organization
Donors may deduct charitable contributions in accordance with Federal and their respective state tax codes only if donations are made to a qualified organization. Most organizations, other than churches and governments, and public schools must apply to the IRS to become a qualified organization. Refer to Community Foundation of Collier County’s grantmaking policies for local grant making protocol.

How to check whether an organization can receive deductible charitable contributions. You can ask any organization for a copy of their IRS Letter of Determination or go to Guidestar.org or IRS.gov. Click on “Tools” and then on “Exempt Organizations Select Check” (www.irs.gov/Charities-&-Non-Profit/s/Exempt Organizations-Select-Check). This online tool enables the search for qualified organizations.

Sponsoring Organization (SO)
An organization, like a community foundation, that owns and controls donor advised funds.

Donor Advisor (sometimes referred to as “Fund Advisor”)
A donor or person appointed or designated by the donor who has or reasonably expects to have advisory privileges with respect to the fund’s distributions or investments. The donor retains the privilege to recommend grants from the charitable fund for which he or she has been designated as fund advisor.

Donor Advised Fund (DAF)
A fund may be classified as donor advised if it has at least three characteristics: (1) a donor or person appointed or designated by the donor has, or reasonably expects to have, advisory privileges with respect to the fund’s distributions or investments, (2) the fund is separately identified by reference to contributions of the donor(s), and (3) the fund is owned and controlled by a sponsoring organization, such as a community foundation. A fund possessing these characteristics may be exempt from the donor advised fund classification if it grants to one single public charity or government unit or if the fund meets certain requirements applicable to scholarship funds.

Disqualified Person
As applied to public charities, the term disqualified person includes (1) organization managers, (2) any other person who, within the past five years, was in a position to exercise substantial influence over the affairs of the organization, (3) donors and donor advisors with regard to transactions with a particular donor advised fund, (4) investment advisors to assets of donor advised funds, (5) and disqualified persons of supporting organizations who are also disqualified persons of the supported organization, (6) family members of the above, and (7) businesses they control. Paying excessive benefits to a disqualified person will result in the imposition of penalty excise taxes on that person, and, under some circumstances, on the charity's board of directors (see "intermediate sanctions": http://www.cof.org/content/glossary-philanthropic-terms#sanctions).
Our Mission: Working with donors, we inspire ideas, ignite action, and mobilize resources to address community needs in Collier County. For Good. Forever.

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