

SUN VALLEY MUSIC FESTIVAL GIFT ACCEPTANCE POLICY

Website copy – last updated 3/30/26

PURPOSE

This policy guides the acceptance of all charitable gifts, pledges, and noncash contributions to the Sun Valley Music Festival. It is designed to honor each donor's intent and support the Music Festival's mission, while ensuring compliance with applicable IRS rules, ethical fundraising standards, and internal financial controls. Please note: The Sun Valley Music Festival does not provide legal, tax or financial advice. Donors are encouraged to consult their professional advisors before making gifts.

PART I: GENERAL GIFT ACCEPTANCE STANDARDS

The Festival generally accepts gifts that are:

- Aligned with its charitable mission.
- Lawful and verifiable in source and ownership.
- Practical to process, acknowledge, and steward.
- Free of conditions that would limit the Festival's independence or create reputational, financial, or operational risk.

The Festival generally will **not** accept gifts that:

- Do not align with its mission.
- May create conflict with the gift's own restrictions, for example if the gift might require the Festival to violate the terms of a Donor-Advised Fund.
- Include conditions that are unclear, unmanageable, or overly burdensome.
- Carry liabilities or risks that may exceed the gift's benefit (e.g., uncertain valuation, storage and insurance costs, etc.).

PART II: GIFT TYPES AND PROCESSING

- A. **Cash, check and credit card gifts:** The Music Festival accepts cash (in limited circumstances), checks, and credit cards.
- a. Cash may be delivered to the Festival office in Ketchum at 120 N. Second Ave., Suite 103, which is normally open 10:00 AM – 4:00 PM Monday through Friday
 - b. Checks may be mailed to The Sun Valley Music Festival, PO Box 1914, Sun Valley, ID 83353. Note: if sending via USPS, please DO NOT mail checks to the Festival's physical address. The City of Ketchum does not deliver mail to any physical addresses in Ketchum. Checks sent through a delivery service (i.e. FedEx or UPS) **should** be sent to the Festival's physical address (120 N. Second Ave., Suite 103, Ketchum, ID 83340).
 - c. Credit card gifts may be sent through the mail, made over the phone (208.622.5607) during business hours, or given at any time via the Festival's website: <https://www.svmusicfestival.org/give-now/>. Donors will be given the option to cover the 3% credit card processing fee, ensuring that the full value of their gift goes to supporting the free concerts and education programs. Credit card gifts may be mailed to The Sun Valley Music Festival, PO Box 1914, Sun Valley, ID 83353. Note: if sending via USPS, please DO NOT mail checks to the Festival's physical address. Credit card gifts sent through a delivery service

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- (i.e. FedEx or UPS) **should** be sent to the Festival’s physical address (120 N. Second Ave., Suite 103, Ketchum, ID 83340).
- d. Gifts received in the office, via the website, or over the phone will be recognized as given on the day they are received. Gifts sent via USPS or other delivery services (UPS, FedEx) will be recognized as given on the date sent or postmarked, whichever is earlier. If the postmark is illegible, the gift will be recognized as given on the date it was received.
- B. Wire transfers:** The Music Festival accepts gifts by wire transfer and will send interested donors wiring instructions upon request. Please contact Laurel Holland (laurel@svmusicfestival.org) to make an electronic funds transfer.
- Gift date: The Festival will recognize wire gifts as of the date funds are credited to its bank account (the bank settlement date).
 - Bank fees: The Music Festival will pay the bank fees, if any, and this will not affect the level of recognition offered to the Donor.
 - Recognition: Wire transfers received without any information identifying the donor will be recognized as anonymous unless and until the Festival can identify the donor.
- C. Marketable securities:** The Music Festival accepts gifts of marketable securities including stocks and bonds.
- As with wire transfers, donors should notify the Festival in advance of initiating the transfer and include identifying information. The Festival will sell the securities as soon as they are received.
 - To make a gift of marketable securities, please contact Laurel Holland (laurel@svmusicfestival.org)
 - Stock gifts received without any information identifying the donor will be recognized as anonymous unless and until the Festival can identify the donor.
 - Due to timing and market variability, stock gifts may result in the Music Festival receiving less than the donor intended. In such cases, the Festival will notify the donor and offer them the opportunity to increase their gift to the desired level. Otherwise, the Festival will record and acknowledge the gift amount in accordance with IRS rules for recognizing stock gifts.
- D. Gifts from Donor-Advised Funds (DAFs).** The Music Festival welcomes gifts from donor-advised funds.
- Grants recommended by Donor-Advised Funds should be directed to Sun Valley Music Festival, EIN 82-0397940.
 - Most DAFs have various restrictions, including many that prohibit the Donor Advisor from receiving benefits of “substantial” value as a result of their gift. Accordingly, please make sure the Donor Advisor understands the specific terms and restrictions of their DAF. The Music Festival does not assume any responsibility to ensure that Donor Advisors abide by the restrictions of their Donor-Advised Funds.
 - Following IRS regulations for DAFs, the Music Festival assigns a value to benefits of “substantial value” that it offers in connection with donations at certain levels. In practice, the Festival has assigned the following values associated with specific benefits:
 - For all donations to the Annual Fund at the Stradivarius (\$12,500) level and up, a value of \$500 is assigned. This represents the value of the Salon Recital & Dinner and the Season Celebration with orchestra musicians.
 - For all Gala ticket purchases, the following values are assigned:
 - o \$1,500 ticket: a value of \$200

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- \$600 ticket: a value of \$100
 - \$300 ticket: a value of \$100
 - \$125 ticket: a value of \$50
 - \$100 ticket: a value of \$50
- Donors should be aware that these benefit values are not tax-deductible according to the rules of most DAFs, and therefore the donor should contribute these amounts to the Annual Fund or toward the purchase of a Gala ticket from a source other than their DAF – typically a credit card or personal check.

PART III: PLEDGES AND PLEDGE PAYMENTS

A pledge is a donor’s written commitment to contribute a specific dollar amount to the Sun Valley Music Festival, either as a one-time gift, or in installments over time.

A pledge is recorded when the donor’s commitment is confirmed in writing and accepted by the Festival. Written confirmation may include a signed pledge form, letter, or email that states the total amount and, when applicable, a payment schedule. Verbal pledges are not recorded.

For annual and multi-year pledges, donor recognition and benefits are tied to the amount pledged and received in each fiscal year. The Festival’s fiscal year runs November 1 – October 31.

PART IV: LEGACY, PLANNED AND ESTATE GIFTS

The Music Festival welcomes legacy commitments that strengthen the long-term future of the Festival. Please visit the planned giving section of the Festival’s website for more information:

<https://svmusicfestival.mygiftlegacy.org/>

Common legacy gift types include:

- Bequests in a will or trust
- Beneficiary designations (retirement plans, life insurance, payable-on-death accounts)
- Certain charitable trusts or other planned-giving vehicles

Unless otherwise approved in writing by the Music Festival, estate gifts will be directed to the Festival’s Board-designated and unrestricted Endowment Fund where they will support Festival operations in perpetuity. If the donor wishes to designate an estate gift other than to the Board-designated and unrestricted Endowment Fund, please discuss this with Executive Director Derek Dean (derek@svmusicfestival.org) prior to making that designation.

The Music Festival strongly prefers legacy gifts that are cash or marketable securities. It may on certain occasions accept a non-monetary gift, subject to review and approval. The Music Festival may decline any non-monetary legacy gift that:

- Is not easily convertible into cash
- Creates significant risk or liability, or includes restrictions that are unclear, overly burdensome or inconsistent with SVMF’s needs

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PART V: RESTRICTED GIFTS

The Music Festival welcomes unrestricted gifts and gifts that are restricted to the educational programs offered through its Music Institute. For gifts with other possible restrictions, please contact Executive Director Derek Dean (derek@svmusicfestival.org) in advance of making the gift.

The Music Festival reserves the right to refuse restricted gifts for any of several reasons, including:

- The restriction and its purpose are inconsistent with the Festival's mission
- The Music Festival is unlikely to have the opportunity to spend the full amount of the gift on the restricted purpose
- Tracking and reporting are not practical

PART VI: IN-KIND GIFTS AND VALUATION

The Sun Valley Music Festival may accept in-kind gifts and services that support the Festival's mission and operations, subject to prior review. Donors are responsible for determining the value of their noncash contributions for their tax purposes. The Music Festival is happy to acknowledge the receipt of the gift along with a detailed description of the gift. Please contact the Executive Director if you are interested in making an in-kind contribution.