Learning Objective

To provide an overview of the CyberGrants Disbursement System (CGDS) so admins have a firm understanding of the process and can move forward in implementing this feature.

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Agenda

What is CGDS?

Benefits of Using CGDS

CGDS Payout Process

Redirection of Funds

Reissues and Stale Checks

Fees and How They Are Calculated

Next Steps

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What is CGDS

CyberGrants Disbursement Solution (CGDS)

- Services designed to better the administrative, employee and non-profit experience by:

  - Automated Batching and Invoices

  - Organizational Vetting and Reputational Due-Diligence

  - In-App Payment Redirection

  - Faster Payments to Non-Profit Organizations

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CyberGrants Disbursement Solution (CGDS)

Corporation

Bonterra responsibility:
Watchlist flag clearing
Organization vetting
Legal risk

CGDS

Support Fee Per Donation:
US: 2.97% $250 Max Fee

CA: 3.47% $250 Max Fee

International: 5% No Max

Donor notification

Unified tax receipt

Donors

Non-Profit

Aggregated payments

Faster payments/reissues

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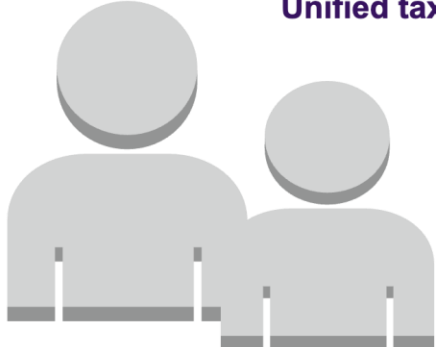
Benefits

Benefits of CGDS

- Better Administrative Experience
  - Fewer Monthly Tasks
  - Automated Batching
  - Automated Invoices
  - Automated Reissues
  - Vetting and Reputational Due-Diligence
- Better Employee Experience
  - In-App Redirection
  - In-App Tax Receipts
  - Faster Payment
- Better Nonprofit Experience
  - Faster Payment
  - Faster Reissues

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Payout Process on CGDS

CGDS Monthly Payout Cycle

Your Responsibility

Approve Gifts / Schedule Payments

Fund Invoice

CGDS Responsibility

Gift/Payment Batch & Watchlist Scans

Generate Invoice & Post to Console

Make Payments to Organizations

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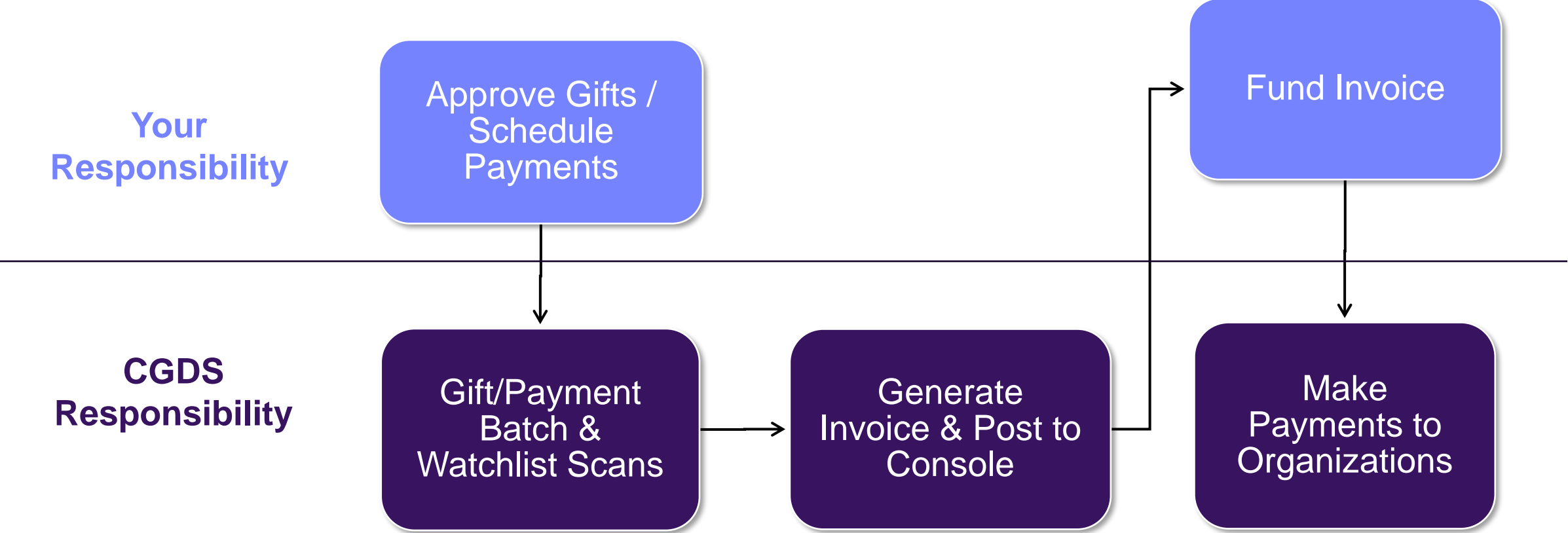
Phase 1: Gift and Grant Preparation for Payout

Gift disposition statuses needed for batching:

Employee Engagement gifts must be in an ***Approved*** status

Grants must be in an ***Approved*** disposition

AND

Have a payment created in ***Scheduled*** Status

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Phase 2: Data Review and Payment Batching

There are a few CGDS payment batching schedules to choose from:

- Weekly (Grants only)

- Monthly (Required for International Programs)⭐

- Quarterly

- Annually

All gifts set to approved at the time of Gift Batching will be reviewed by the system to determine if they are CGDS Gift Batch Eligible.

Eligibility Criteria:

- Watchlist results are negative – no red flags

- Organization is verified via the IRS Business Masterfile or by CAF for international payouts ⭐

- Organization is eligible and approved for the proposal type

- Organization payee information is complete (full address/complete ACH info)

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Monthly Invoice Schedule - 2024

Monthly Payout Schedule	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec
Client: Must schedule all grants & approve all gifts for inclusion in cycle (EOD)	1/2	2/6	3/5	4/2	5/7	6/4	7/9	8/6	9/3	10/1	11/5	12/3
CyberGrants: Batching & Watchlist Scanning	1/3	2/7	3/6	4/3	5/8	6/5	7/10	8/7	9/4	10/2	11/6	12/4
CAF: Review & Approve	1/10	2/14	3/13	4/10	5/15	6/12	7/17	8/14	9/11	10/9	11/13	12/11
CG/Client: Funding Invoices Released in Console & Clients Notified	1/11	2/15	3/14	4/11	5/16	6/13	7/18	8/15	9/12	10/10	11/14	12/12
Once a client has funded, the requests for ACH and paper payments to be generated by our banking partners happen on a daily basis - like the cadence you might have with an in-house AP feed.												

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Monthly Invoice Schedule - 2025

Monthly Payout Schedule	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec
Client: Must schedule all grants & approve all gifts for inclusion in cycle (EOD)	1/7	2/4	3/4	4/1	5/6	6/3	7/1	8/5	9/2	9/30	11/4	12/2
CyberGrants: Batching & Watchlist Scanning	1/8	2/5	3/5	4/2	5/7	6/4	7/2	8/6	9/3	10/1	11/5	12/3
CAF: Review & Approve	1/15	2/12	3/12	4/9	5/14	6/11	7/9	8/13	9/10	10/8	11/12	12/10
CG/Client: Funding Invoices Released in Console & Clients Notified	1/16	2/13	3/13	4/10	5/15	6/12	7/10	8/14	9/11	10/9	11/13	12/11

Once a client has funded, the requests for ACH and paper payments to be generated by our banking partners happen on a daily basis - like the cadence you might have with an in-house AP feed.
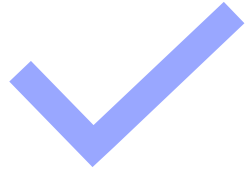
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Quarterly Schedules

If you have chosen to proceed with a quarterly payment batching schedule, you may choose from the following cycles:

Quarterly

January

April

July

October

Quarterly-Mid

February

May

August

November

Quarterly-Late

March

June

September

December

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Phase 3: Funding Invoices

1. Funding Invoices are created and uploaded to the Funding Invoice Console

2. An email is auto-generated and sent to the invoicing contact at your company

3. You must fund the DAF and MAA accounts as requested in your funding invoice

4. You must fund in the correct currency

Funding Invoice Console

Please Note: Tax receipts for the prior year will be available starting March 01.

Use these tools to determine the current status of your organization's Funding Invoices. By default, we show Invoices that still require your funding. Try using the filters in the header bar to reveal other invoices received since May 01, 2021. Are you new to Funding Invoices or looking for further instructions? Check out our online help by searching for "CGDS Funding Invoice". Download your invoice deposit details to CSV

Showing results for: Apple ✕ Not Paid ✕ Partially Paid ✕   Reset Filters

Client	Invoice ID	Invoice Date ↓	Invoice Type	Invoice Status	Account	Currency	Invoice Total	Previously Funded	Current Balance		
Apple	CGDS4HNBUV	02/21/2024	Default	Not Paid	CyberGrants SPV, LLC	USD	78.28	0.00	78.28	↓	>
Apple	CGDSQI51ES	02/14/2024	Default	Partially Paid	Charities Aid Foundation America	USD	213795.50	154384.27	59411.23	↓	>
Apple	CGDSUOTSD7	02/14/2024	Default	Partially Paid	Charities Aid Foundation Canada	CAD	15890.81	8965.06	6925.75	↓	>
Apple	CGDS7X9V24	02/14/2024	Default	Partially Paid	CyberGrants SPV, LLC	USD	3175.74	1438.50	1737.24	↓	>

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DAF
Donor Advised Fund

MAA
Managed Aggregate Account

- Owned by Charities Aid Foundation (CAF), managed by Bonterra

- Primary Bank Account. Will pay around 97% of eligible charities

- International Intergration

Eligible Charity Types:

- Most 501c3 organizations
- CAF America verified International Organizations
- Public Charities
- Public Schools, Colleges, School Districts
- Hospitals

- Owned and managed by Bonterra

- Used to fund remaining charity types that are not eligible through the DAF

Eligible Charity Types:

- Other 501c organizations (ex. 501c6, 501c4)
- Private Foundations
- Private Schools
- Supporting Organizations (509(a)3 and Foundation Code 17)

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Phase 3: Funding Invoices – DOs and DON'Ts

DO's

- **Fund via ACH/Wire/EFT**

- **Include Funding Invoice ID with the transmission of funds**

- **Transfer funds into DAF/MAA separately**

- **Fund entirety of invoice for organizations to be paid**

DON'Ts

- **DO NOT send funds via check**

- **Transfer DAF and MAA funds together - they are 2 different bank accounts**

- **Do not fund multiple invoices within one transmission - even if they are for the same bank account**

Phase 4: Disbursement

Once the DAF and MAA accounts are fully funded, CGDS will begin processing these payments on the following business day.

- The status of the invoice on the console will update to "Pending Disbursement".

- You will receive a confirmation of deposit.

- **ACH:** Organizations receive payment 1-3 days

- **Check:** Organizations receive payment 1-2 weeks

- Payouts to international organizations are processed through CAF America, commonly, via wire transfer.

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Redirection of Funds

What is Redirection?

If after review, we find gifts made to organizations that are out of business, lose their tax status or can no longer accept funds, we will *redirect* funds to another eligible entity. Funds cannot be refunded to donors. ***This is not applicable for Grants payments.***

There are 2 redirection options depending on your programs and preferences.

1. ***The Default Option*** – We will create new payments and send them to the default organization selected in the contract automatically.

2. ***The Donor Choice Option*** –If payments need to be redirected, the donors will receive an email asking them to log in to their profile and select a new DAF-eligible organization for their previously donated funds to go to. **Donors have 10 days** to select a new organization and will receive a reminder email at 5 days. *If the donor does not select an organization within that time frame, the funds will be sent to the default organization that the client has selected in their contract.*
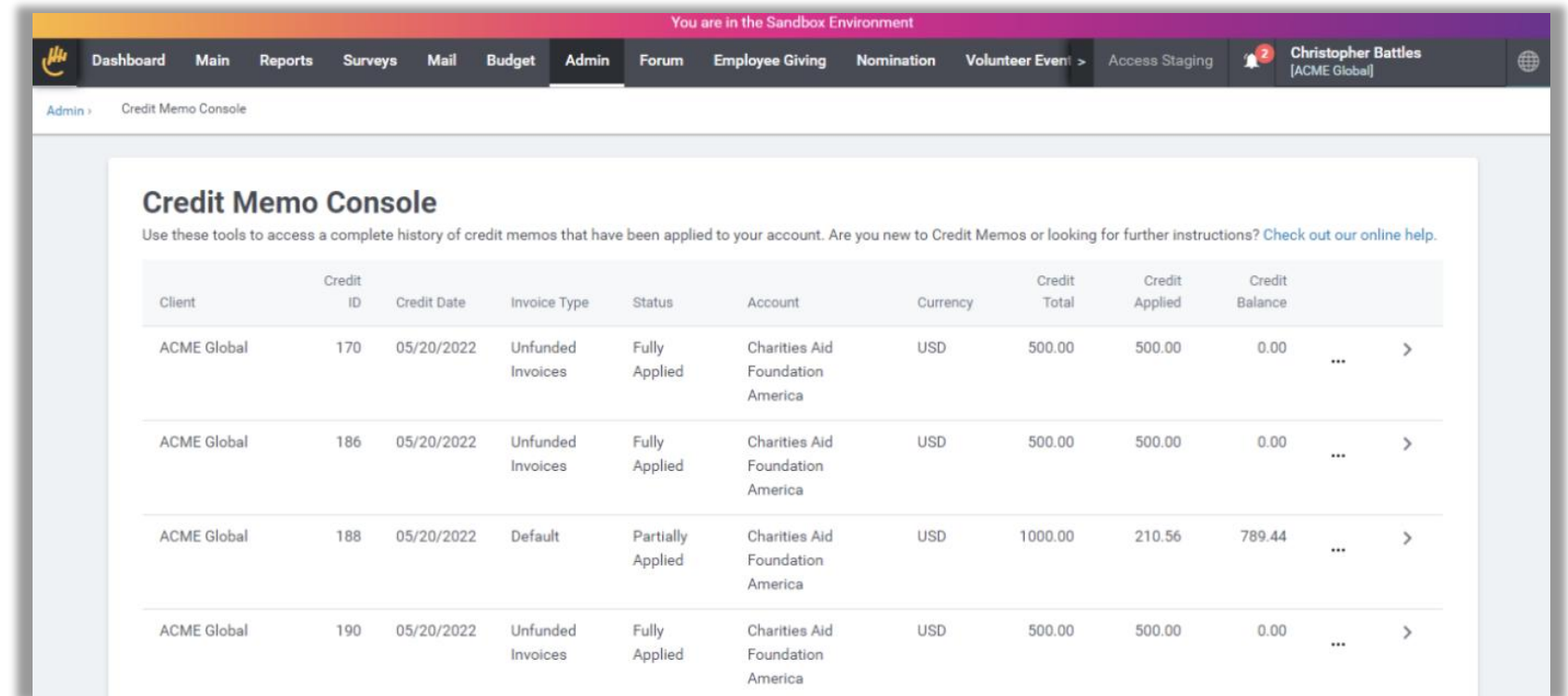
★ ***International Redirects*** – The redirection to organizations located outside of the U.S. and Canada will be processed through CGDS within the CAF America-approved organization list. In the case that a donor does not select a replacement, qualifying organization to receive the payment, the funds will be directed to a default organization drawn from the CAF America Global Charity Feeds (Direct and Expedite).

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Credit Memo

If a grant is unable to be received by an NPO, the funds will be issued to the client through a Credit Memo which can be automatically applied to:

- Future employee donations

- Company matches

- Grant payments

Visible through the Credit Memo Console on the Admin tab.

Reissues and Stale Checks

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Reissuing Payments through CGDS

Reissue by Request from Non-Profit Organization

Upon request by the recipient organization, we will:

- ✓ Confirm that the payee information is correct and,

- ✓ Verify that the check was not deposited then,

- ✓ Void and reissue the check.

★ If paid to an international organization, we will collaborate with CAF America to verify the organization's information.

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Reissuing Payments through CGDS

<u>Reissuing Stale Checks</u>

Checks go stale after 180 days.

Once that 180 days has been met, our Organization Vetting Team will review the organization and update the address to reissue to the correct location.

If upon the review we find that the organization is ineligible *(i.e tax status revoked, org has closed down etc),* then we will reject the organization, and the gift will be moved to the redirection process.

★ A similar process is followed in collaboration with CAF America for international payments.

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Fees and How they are Calculated

How Fees are Calculated

There is a service fee associated with using CGDS of:

- 2.97% for U.S. and 3.47% for Canada (cap of $250 per individual transaction/gift).

- 5% for International (non-U.S./non-Canada) employee giving programs (no cap).

You can choose to cover these fees for your employees. If you do not choose to cover fees, each transaction will have the applicable percentage deducted from the total before paying to the non-profit. Employees are not notified of these fees and therefore can not elect to cover them.
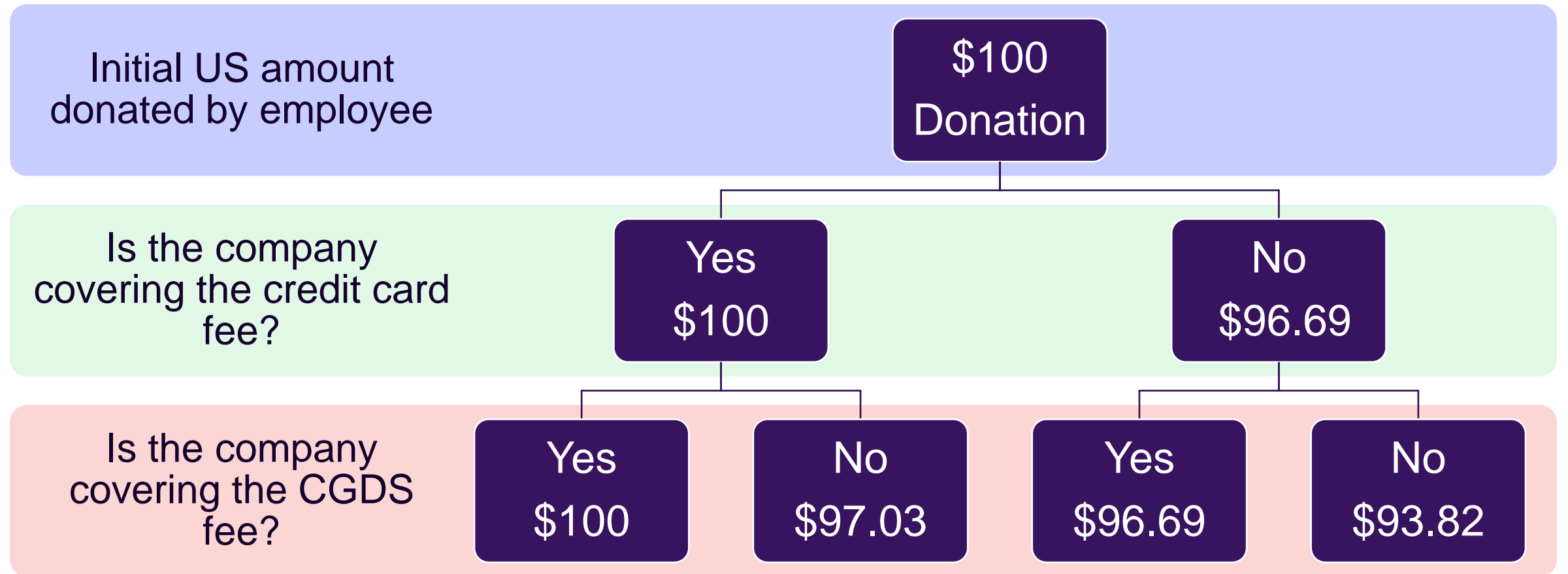
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How Fees are Calculated

If the transaction was a *Credit Card Donation* there is an additional merchant fee that must be paid to the creditor. This fee is approximately 3.31% / 4.21% *(for AMEX).*

- This fee amount is standard for all credit card transactions

- This fee will be deducted from the credit card donation prior to the CGDS fee but can also be covered.

Fees & Impact on Credit Card Donated Funds

Initial US amount donated by employee

$100 Donation

Is the company covering the credit card fee?

Yes $100

No $96.69

Is the company covering the CGDS fee?

Yes $100

No $97.03

Yes $96.69

No $93.82

Next Steps

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Preferences for CGDS Configuration

- What Fees will you be covering? What should be deducted from the individual donations?

- What will your default redirection organization be?

- Will you be offering donor choice redirections?

- Will you be using the DAF and MAA or only the DAF? *(DAF is required for international payments through CAF America)*

- Which Proposal Types will be configured for CGDS?

- Funding Invoice Contact Information *(Must be a system Admin)*

Set us up as a vendor!

In order to fund the DAF and MAA accounts when your funding invoice in generated, you will need to set us up as vendors in your AP system:

DAF

Account Title: Charities Aid Foundation America

Account Number: 8026377048

Routing Number: 031207607

Bank Address: PNC Bank, N.A.
2 Tower Center Blvd
East Brunswick, NJ 08816

MAA

Account Title: CyberGrants SPV LLC

Account Number: 8026377013

Routing Number: 031207607

Bank Address: PNC Bank, N.A.
2 Tower Center Blvd
East Brunswick, NJ 08816

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Additional Resources

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- Help Center accessible from the top right hand user badge in CyberGrants

Additional Training Opportunities

- On-demand Videos available in our Bonterra Academy
- Additional webinars and training content to come!

Thank you for attending!

A member of our CGDS team will be reaching out shortly.

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