

Your administrative guide to the Mackenzie Charitable Giving Program



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Let's begin

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Introduction

From supporting the arts, to funding local food banks, giving back is a way of life for many Canadians. They champion the causes and communities they care about. They are also keenly aware of an indisputable truth: philanthropy is not a short-term commitment. In order to get at the root causes of a problem, you need to be in it for the long run.

The Mackenzie Charitable Giving Program is designed to easily integrate charitable giving into an investor's overall financial plan. Simple and convenient, this solution provides immediate tax benefits while empowering the investor to oversee grant amounts to their favourite charities. Donations grow so that they make an even greater impact over time than if they were made directly to those charities.

This is your guide to the Mackenzie Charitable Giving Program administrative process, including setting up, donating to, issuing grants from and making changes to a Mackenzie Charitable Giving Account.

Mackenzie Charitable Giving Program by the numbers*



**Source: Mackenzie Investments as of June 30, 2024.

Here's how it works

A Mackenzie Charitable Giving Account is a donor-advised fund established within the Mackenzie Charitable Giving Program (“the Program”), developed by the Mackenzie Financial Corporation (“Mackenzie”) with the Strategic Charitable Giving Foundation (the “Foundation”). The Foundation is a registered charity and subject to the laws applicable to Canadian charities. As with any registered charity, donations are irrevocable, and donors receive a tax receipt. In addition, donors can make recommendations to the Foundation on:

- 1 The charities that receive annual grants.**
- 2 Naming successors to work with you to oversee the account following the death or incapacity of the donor.**

For this reason, the Mackenzie Charitable Giving Program is known as a “donor-advised program.” Your clients receive the benefits of having their own private foundation, without the cost, time commitment and administrative headaches.

Each Mackenzie Charitable Giving Account is invested in an eligible Mackenzie mutual fund.

- 1 The Foundation records the donation(s) in the donor's Mackenzie Charitable Giving Account.**
- 2 Proceeds of the donation(s) are then invested in an eligible Mackenzie mutual fund held in an investment account with the dealer and financial advisor recommended by the donor.**

Once the donation is accepted, the Foundation becomes the beneficial owner of the investment account linked to the donor's Mackenzie Charitable Giving Account. To fund grants to eligible charities based on the donor's recommendations, the Foundation will redeem units of the mutual fund(s) in which the Account is invested and will use the proceeds for the grant. The Foundation also uses proceeds from redeeming units of the mutual fund(s) to pay administrative and advisory fees.

The Mackenzie Charitable Giving Program is known as a “donor-advised program.” Investors receive the benefits of having their own private foundation, without the cost, time commitment and administrative headaches.

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How to open accounts

To begin: Three accounts will be opened

1

Charitable giving account with the Foundation

This is the donor's account with the Foundation. Donations are added to this account, and grants are paid out of this account.

2

Investment account at the dealership

This is the Foundation's account at the dealership, through which the advisor monitors and manages the account's investments.

3

Investment account at Mackenzie

This is the Foundation's account at Mackenzie, where donations are invested until they need to be sold to fund grants and fees.

Roles and responsibilities

The donor, financial advisor and the Foundation each have a role to play to ensure a smooth account opening. The process and the role of the financial advisor and the Foundation are outlined below.



Donor

Completes the SCGF forms to provide donation instructions and all recommendations to the Foundation with regards to naming of the account, investment selection, granting period and recipient charities.



Financial advisor

Supports the donor with completing the forms, then submits the forms to the Foundation with dealer-specific requirements.



Foundation

Sets up the charitable giving account and, where applicable, forwards transfer forms to relinquishing institutions.

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Process of opening a Foundation account

The financial advisor

- 1 Completes the [Mackenzie Charitable Giving Program application and account opening form](#) with the donor Sends the Foundation the following:
 - a. Mackenzie Charitable Giving Program forms completed by the donor, with the donation cheque if applicable.
 - b. Dealer forms required to open a corporate account at the advisor's dealership.

The Foundation

- 1 Sets up Mackenzie Charitable Giving Program account (within two business days from when forms are received).
- 2 Completes dealer forms and submits them with Foundation know your client (KYC) documents (within two business days from when forms are received). Note: the client is the Strategic Charitable Giving Foundation.
- 3 Processes donation(s) (see the Donations section of this guide for process details).

Opening an account at a dealership



Financial advisor

Sends the Foundation the forms required to open a corporate account at their dealership.



Foundation

Completes dealer forms and submits them with the Foundation's KYC documents (within two business days from when forms are received).*



Financial advisor

Sets up dealer account for the Foundation to invest donated assets.

* Note: For accounts where the only donations are testamentary and/or insurance policy donations, the dealer and Mackenzie accounts will not be opened until estate and/or insurance policy settlement proceeds are ready to be deposited.

Opening an account at Mackenzie Investments



Financial advisor/ Mackenzie Investments

Sets up the account at the time the initial transaction is processed.



Financial advisor/ Mackenzie Investments

Provides Mackenzie Investments and dealer account numbers to the Foundation.



Foundation

Updates the donor's Mackenzie Charitable Giving Program account with the Mackenzie Investments and Dealer account numbers (on the same day information is received).



How to chose your investment funds

Donations to the Mackenzie Charitable Giving Program can be invested in any of the eligible fund options, offering the potential for donations to grow over time.

To select your Mackenzie Investments funds, please:

- 1 Refer to the [Mackenzie Charitable Giving Program eligible fund code list](#) for available options.
- 2 Indicate the investment selection on the [Mackenzie Charitable Giving Program application and account opening form](#).



What you need to know about choosing investment funds

Each of the Foundation's investment accounts can only hold one fund on an ongoing basis but may hold multiple series of the same fund.


Any Mackenzie funds can be donated in-kind. If an ineligible Mackenzie fund is donated or multiple Mackenzie funds are donated, they will be switched into the eligible Mackenzie fund recommended by the donor.




What you need to know about donations

Donors who give assets to the Foundation receive a tax receipt. For testamentary donations, the donor's estate receives the donation receipt when the estate is settled.

Donations and grants require one of the following forms:


 For donations at the time the account is being opened, the [Mackenzie Charitable Giving Program application and account opening form](#) is required.


 For donations to an established account, the [Mackenzie Charitable Giving Program donation form](#) is required.

Some donations may require additional forms or other documents, and those details are outlined under each donation type.

Year-end donations

We encourage donors to submit year-end donations as early as possible. Forms and documents must be submitted in advance to meet the following deadlines:

 To be eligible for a tax receipt, assets donated in kind must be received in the Foundation's investment or brokerage account by 4 p.m. (ET) on the last business day of December.

 To be eligible for a tax receipt, instructions and cheques/EFTs/PAC instructions must be received in good order by the Foundation, by 4 p.m. (EST) on the last business day of December.



Submitting donations

Forms, void cheques and other documents may be submitted using one of the following three methods:

Fax: 1-866-766-6623

Email: foundation@scgf.ca

Mail: Strategic Charitable
Giving Foundation
180 Queen Street West
Toronto, Ontario
M5V 3K1

Three types of donations

There are three options available to make a donation through the donor-advised fund:



1. Donations of cash

Donors can give cash to the Foundation in three ways: by cheque, pre-authorized contribution (PAC) or electronic funds transfer (EFT). Below is the process for each one.

Donations by cheque

Financial advisor



Sends the required form to the Foundation with the donation cheque **payable to the Strategic Charitable Giving Foundation** at 180 Queen Street West, Toronto, Ontario M5V 3K1.

Foundation



- Deposits the cheque and enters the donation in the donor's Mackenzie Charitable Giving Program account (within three business days from when forms are received).
- Sends a letter of direction and funds to be invested to the financial advisor (within three business days from when forms are received).

Financial advisor/ Mackenzie Investments



Processes purchase into account's Foundation-eligible mutual fund selection.

Donations by electronic funds transfer (EFT)

Financial advisor



Sends the required form to the Foundation and indicates that an EFT has been sent to the **Strategic Charitable Giving Foundation's bank account** (the account number is on the form).

Foundation



- Verifies receipt of EFT and enters the donation in the donor's Mackenzie Charitable Giving Program account (within two business days from when forms are received).
- Sends a letter of direction and funds to be invested to the financial advisor (within two business days from when forms are received).

Financial advisor/ Mackenzie Investments



Processes purchase into account's Foundation-eligible mutual fund selection.

Donations by pre-authorized contribution (PAC)

Financial advisor



Sends the required form to the Foundation with a void cheque from the donor.

Foundation



- Approves donation (within two business days from when forms are received).
- Submits approved PAC instructions to Mackenzie Investments (within two business days from when forms are received).

Mackenzie Investments



Processes purchase into account's Foundation-eligible mutual fund selection.

Foundation



Receives confirmation of the PAC run and enters the donation in the donor's Mackenzie Charitable Giving Program account (on the same day information is received).

2. Donations in-kind

Donors can give the following assets in-kind to the Foundation: Mackenzie funds, third party mutual funds and other securities, segregated funds and life insurance policy ownership.

Donations of Mackenzie mutual funds

Donating Mackenzie mutual funds is one way to make an in-kind donation to the Foundation. Below is a summary of the process.



Forms required:

For donations from a nominee relinquishing account: **power of attorney (POA).**

Mackenzie Charitable Giving Program transfer of Mackenzie mutual funds form (signature-guaranteed).

Donations of Mackenzie mutual funds

Financial advisor	Sends the Foundation the completed and signature-guaranteed forms (for joint relinquishing accounts, both owners should sign the transfer form).
Foundation	<ul style="list-style-type: none"> • Approves donation. • Submits approved transfer form to Mackenzie Investments (within two business days from when forms are received).
Mackenzie Investments	<ul style="list-style-type: none"> • Transfers assets in kind, directly into the Foundation's investment account. • Processes switch into account's Foundation-eligible mutual fund selection if a different fund was donated (within two business days from when forms are received).
Foundation	Receives confirmation of transfer(s) processed and enters donation in donor's Mackenzie Charitable Giving Program account (on the same day the information is received).

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Donations of third-party mutual funds and securities

Donating third-party mutual funds and securities is another way to make an in-kind donation to the Foundation. Below is a summary of the process.



Forms required:

For donations from a nominee relinquishing account: power of attorney (POA).

Mackenzie Charitable Giving Program transfer of securities form (signature-guaranteed).

For donations of shares for which physical certificates were issued, please send the original certificate(s) with a power of attorney (POA).

Donations of third-party mutual funds and securities

Financial advisor	Sends the Foundation the completed and signature-guaranteed forms (for joint relinquishing accounts, both owners should sign the transfer form).
Foundation	<ul style="list-style-type: none"> Approves donation. Submits approved transfer form to relinquishing institution (within two business days from when forms are received).
Relinquishing institution	Transfers assets in kind, directly into the Foundation's brokerage account at B2B.
Foundation	<ul style="list-style-type: none"> Receives confirmation of transfer(s) processed and enters donation in donor's Mackenzie Charitable Giving Program account (on the same day the information is received). Instructs B2B to liquidate donated assets and send proceeds to the Foundation's bank account.
B2B	<ul style="list-style-type: none"> Sells donated assets. Sends proceeds to the Foundation's bank account by wire.
Foundation	<ul style="list-style-type: none"> Verifies receipt of sell proceeds from B2B. Sends a letter of direction and funds to be invested to the financial advisor (within three business days from when forms are received).
Financial advisor	Processes purchase into account's Foundation-eligible mutual fund selection.

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Donations of segregated funds

Donating segregated funds is another way to make an in-kind donation to the Foundation. Below is a summary of the process.



Forms required:

Segregated fund transfer forms and change of ownership form from the insurance company.

Donations of segregated funds

Financial advisor	Sends the Foundation the completed and signed forms (for joint relinquishing accounts, both owners should sign the transfer form).
Foundation	<ul style="list-style-type: none"> • Approves donation. • Completes and signs segregated fund transfer forms and forwards documents to insurance company. • Forwards copy of documents to financial advisor.
Insurance Company	Insurance company sends Foundation proceeds in form of cheque along with transaction (transfer/sell) confirmation.
Foundation	<ul style="list-style-type: none"> • Deposits the cheque and enters donation in donor's Mackenzie Charitable Giving Program account (within three business days from when forms are received). • Sends a letter of direction and funds to be invested to the financial advisor (within three business days from when forms are received).
Financial advisor/ Mackenzie Investments	<ul style="list-style-type: none"> • Processes purchase into account's Foundation-eligible mutual fund selection.

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Donation of a life insurance policy

Donating a life insurance policy is another way to make an in-kind donation to the Foundation. Below is a summary of the process.



Forms required:

Insurance policy transfer of ownership form and a copy of the policy to be transferred.

Donations of life insurance policy

Financial advisor	Sends the Foundation the completed, signed forms (for joint relinquishing accounts, both owners should sign the transfer form) and a copy of the policy.
Foundation	<ul style="list-style-type: none"> • Approves donation. • Completes and signs life insurance policy transfer forms and forwards documents to insurance company (within three business days from when forms are received).
Insurance Company	Sends the Foundation confirmation that ownership of the donor's insurance policy has been transferred to the Foundation.
Foundation	<ul style="list-style-type: none"> • Updates policy information in the donor's Mackenzie Charitable Giving Program account (within three business days from when confirmation is received). • Issues donation receipt for net surrender value (if applicable, within two weeks from when confirmation is received). Donors wishing to obtain a receipt for the fair market value must provide the Foundation with a report prepared and signed by a Fellow of the Canadian Institute of Actuaries, confirming the fair market value of the policy on the date of the transfer of ownership. • Issues donation receipt for premiums paid by the donor throughout the year (at the end of the year, within two weeks from when confirmation is received).

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3. Testamentary donations

Testamentary (bequest) donations are a way to make future donations to the Foundation. Below is a summary of the process.

Testamentary donations (beneficiary named in a will)	
Donor	<ul style="list-style-type: none"> Updates their will to reference their charitable giving account and name the “Strategic Charitable Giving Foundation” as a beneficiary of their estate. Forwards a copy of their will to the Foundation.
Foundation	Receives a copy of the donor’s will and updates the account to reflect the expectation of a testamentary donation.
Executor	When the donor passes away, the executor forwards the donated assets to the Foundation.
Foundation	<ul style="list-style-type: none"> Processes the donations as per the donations section of this document. Issues a donation receipt to the donor’s estate, within two weeks of receiving the donation.



Forms required:

A copy of the will that names the Strategic Charitable Giving Foundation as a beneficiary of the estate and the applicable form(s) for the type of assets being donated.

For testamentary donations where the Foundation is to be designated as a beneficiary of an investment account or the beneficiary of a life insurance policy, the relinquishing institution may have forms that the donor is required to complete. Copies of these should be forwarded to the relinquishing institution and the Foundation, after the donor completes them.

Testamentary donations (beneficiary of an investment account or a life insurance policy)

Donor	<ul style="list-style-type: none"> • Completes the relinquishing institution's forms to name the "Strategic Charitable Giving Foundation" as the beneficiary of their account/insurance policy, referencing their charitable giving account. • Forwards a copy of the forms to the Foundation.
Foundation	Receives a copy of the forms and updates the account to reflect the expectation of a testamentary donation.
Executor	Informs the Foundation and the relinquishing institution that the donor has passed away.
Relinquishing institution	Forwards the donated assets to the Foundation.
Foundation	<ul style="list-style-type: none"> • Processes the donations as per the donations section of this document. • Issues a donation receipt to the donor's estate, within two weeks of receiving the donation.



Forms required:

A copy of the will that names the Strategic Charitable Giving Foundation as a beneficiary of the estate and the applicable form(s) for the type of assets being donated.

For testamentary donations where the Foundation is to be designated as a beneficiary of an investment account or the beneficiary of a life insurance policy, the relinquishing institution may have forms that the donor is required to complete. Copies of these should be forwarded to the relinquishing institution and the Foundation, after the donor completes them.

What you need to know about grants

The Foundation issues grants to charities once a year for each account, based on the donor's recommendations. There are four granting periods to choose from: March, June, September and December. Donors may choose to make annual grant recommendations or standing grant recommendations.

1 Annual grant recommendations:

This is when one-time recommendations are submitted each year. If the donor fails to submit subsequent annual grant recommendations, the Foundation shall follow the most recent grant recommendations.

2 Standing grant recommendations:

This is when recommendations are submitted with the instruction to the Foundation to treat such grant(s) as recurring unless or until the donor advises the Foundation otherwise.



Donations and grants require one of the following forms:

For grant recommendations submitted at the time the account is being opened, the [Mackenzie Charitable Giving Program application and account opening form](#) is required.

For grant recommendations submitted for an established account, the [Mackenzie Charitable Giving Program change of information form](#) is required.

Below is a summary of the granting process:

Grants	
Donor	<ul style="list-style-type: none"> • Making annual grant recommendations: Completes and submits the form to Foundation as early as possible each year, no later than the 15th day of the month before grants are to be issued. • Making standing grant recommendations: Completes and submits the form to Foundation when the account is opened, no later than the 15th day of the month before grants are to be issued. • Making changes to annual or standing grant recommendations: Completes and submits the Mackenzie Charitable Giving Program Change of Information form to the Foundation as soon as they decide to make changes.
Foundation (when grant recommendations are received)	<ul style="list-style-type: none"> • Verifies charity eligibility. • Enters grant recommendations on donor's charitable giving account.
Foundation (starting two weeks before grants are issued)	<ul style="list-style-type: none"> • Re-verifies charity eligibility. • Prepares and submits redemption instructions to Mackenzie Investments (for client-held accounts) or financial advisor (for nominee accounts).
Financial advisor/ Mackenzie Investments	Processes redemptions and sends proceeds to the Foundation.
Foundation (in first week of selected grant month)	<ul style="list-style-type: none"> • Issues grant cheques and mails cheques with cover letters to charities. • Sends copies of grant cover letters to donors and financial advisors.

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A breakdown of fees

Charitable Giving Account administration fees

The Mackenzie Charitable Giving Program is administered by Mackenzie Investments, on behalf of the Foundation. The Foundation pays account administration fees to Mackenzie twice a year, based on a fee rate of 0.55% per annum. Here is the administration fee process:



The Foundation

- Calculates pro-rated fees due, based on each account's monthly ending net asset value (NAV). For example, an account with a monthly-ending NAV of \$100,000 every month for 12 months from January to December will be charged \$275 in October that year, and \$275 in April of the following year.
- Pays administration fees covering January to June in October of the same year and fees covering July to December in April of the following year. In the third week of the fee payment month, the Foundation submits redemption instructions to Mackenzie, then uses the redemption proceeds to pay administration fees.

Advisory/dealer fees

Some dealers and financial advisors charge advisory, management, and/or processing fees in relation to the Foundation's account at the dealership. Here is the advisory/dealer fee process:



Financial advisor

Submits request for fee redemption, indicating fee description and amount.



Foundation

Reviews and approves fee request and sends letter of direction to financial advisor.



Financial advisor

Processes redemption and applies proceeds to outstanding fees.

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How to make changes



In order to change donor recommendations, please use the Mackenzie Charitable Giving Program change of information form to submit changes to the following:

- Account holder (donor)/ joint account holder
- Successor
- Account name
- Dealer and/or financial advisor
- Investment/pre-authorized contribution
- Granting recommendations



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Material agreements

The Foundation has entered into fundraising and fund endowment agreements for its charitable giving fund programs with Mackenzie, as well as with certain Mackenzie affiliates.

The Foundation has also entered into a charitable administrative services agreement with Mackenzie that appoints Mackenzie as the Foundation's charitable administrative services provider to assist with the fulfillment of most or all of the charitable administrative functions of each of the Foundation's charitable giving programs. The Foundation will pay charitable administration fees to Mackenzie for these services (see Fees section for more details).

The Foundation has entered into an agreement with B2B Bank Securities Services Inc. ("B2B"), whereby B2B will provide securities trading and other services through a B2B investment account opened by the Foundation.

Any questions?

Here is a summary of key contacts for the Mackenzie Charitable Giving Program.

Type of inquiry



Mackenzie Charitable Program features, requirements, and forms

Mackenzie Charitable Giving Program account administration

Mackenzie Charitable Giving Program admin fees



Mackenzie mutual fund details (for example, trailer fees and commission structure)



Tax considerations regarding charitable giving



Marketing strategies/materials regarding charitable giving

Contact information

Strategic Charitable Giving Foundation

Email: foundation@scgf.ca

Phone: 1-866-445-6763

Fax: 1-866-766-6623

Mail: 180 Queen Street West,
Toronto, Ontario M5V 3K1

Mackenzie Client Relations

Email: service@mackenzieinvestments.com

Phone: 1-800-387-0614, select option 4

Mackenzie Tax & Estate Planning

Email: taxandestate@mackenzieinvestments.com

Mackenzie Sales

Contact your wholesaler

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Giving starts with a conversation

Please visit mackenzieinvestments.com/giving or contact your Mackenzie sales representative for more information.

Commissions, trailing commissions, management fees and expenses all may be associated with mutual funds. A charitable administration fee and charitable operating expenses will also apply. Please read the prospectus before investing and the program guide before donating. Mutual funds are not guaranteed, their values change frequently and past performance may not be repeated. The information is general in nature and is not intended to be professional tax advice. Donations should not be made for tax considerations alone. Each donor's situation is unique and advice should be received from a financial advisor.

This should not be construed as legal, tax or accounting advice. This material has been prepared for information purposes only. The tax information provided in this document is general in nature and each client should consult with their own tax advisor, accountant and lawyer before pursuing any strategy described herein as each client's individual circumstances are unique. We have endeavored to ensure the accuracy of the information provided at the time that it was written, however, should the information in this document be incorrect or incomplete or should the law or its interpretation change after the date of this document, the advice provided may be incorrect or inappropriate. There should be no expectation that the information will be updated, supplemented or revised whether as a result of new information, changing circumstances, future events or otherwise. We are not responsible for errors contained in this document or to anyone who relies on the information contained in this document. Please consult your own legal and tax advisor.

Mackenzie developed the Mackenzie Charitable Giving Program with the Strategic Charitable Giving Foundation, a registered Canadian charity. Donations under the program are irrevocable and vest with the Foundation. The information is general in nature and is not intended to be professional tax advice. Each donor's situation is unique and advice should be received from a financial advisor. Please read the program guide for complete program details, including fees and expenses, before donating.

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Advisors



Investors



Mackenzie

Mackenzie Charitable Giving Program

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General Inquiries

For specific questions about a new, or existing, Mackenzie Charitable Giving Program account, please call the Foundation at 1-866-445-6763 or send us an email at: foundation@scgf.ca. For all of your other general inquiries, account information, or to order marketing literature and materials, please call:

English: 1-800-387-0614

Bilingual: 1-800-387-0615

Asian Investor Services: 1-888-465-1668

TTY: 1-855-325-7030

Fax: 1-866-766-6623

E-mail: service@mackenzieinvestments.com

Web: mackenzieinvestments.com

Find fund and account information online through Mackenzie Investments' secure AdvisorAccess.

Visit mackenzieinvestments.com/mackenzie-institute for more information.

For all your investors' needs

Charitable Giving Program – Registered Disability Savings Plan –Registered Education Savings Plan Registered Retirement Savings Plan – Registered Retirement Income Fund – Tax Free Savings Account