



This document includes instructions and tips on how to donate by check, with your donor-advised fund or through an employer's matching gifts program.

FIRST, GET TO KNOW THE HERALD'S FISCAL SPONSORS

Multiple studies show that local news is essential for a healthy community and democracy. You can support a thriving community and democracy for Snohomish County residents by donating to The Daily Herald's journalism funds. These funds enable the Herald to do more local reporting that keeps you informed, neighbors connected and leaders accountable.

The Herald has four journalism funds: Education Project, Environmental and Climate Change Reporting, Health Reporting Initiative and Investigative Journalism. Each fund was developed in partnership with a fiscal sponsor, which is also a 501(c)(3) organization. Donations to each of the Herald's journalism funds go directly to one of our nonprofit fiscal sponsors, making your gift tax deductible to the extent allowed by law.

Our fiscal sponsors

- The Daily Herald's **Education Project** fund and **Health Reporting Initiative** fund are administered by the **Local Media Foundation, tax ID #36-4427750**, a Section 501(c)(3) charitable trust affiliated with Local Media Association. For more information about Local Media Foundation, go to localmedia.org/local-media-foundation.
- The Daily Herald's **Investigative Journalism** fund and **Environmental and Climate Change Reporting** fund are a partnership between The Daily Herald and **Journalism Funding Partners, tax ID #84-2968843**, a 501(C)(3) nonprofit organization. For more information about Journalism Funding Partners, go to jfp-local.org.

TO DONATE ONLINE: heraldnet.com/local-news-impact

TO DONATE BY CHECK

Complete the Journalism Fund Check Donation Form and carefully follow the instructions. It's important that checks are made payable to the correct fiscal sponsor and the fund you choose is indicated in the memo line.

If you want to support two or more funds that have **different** fiscal sponsors, you must write a check made payable to the fiscal sponsor for each fund. (Be sure to indicate the fund name in the memo line.) If the fiscal sponsor is the same for two of the funds you want to support, you can write just one check – but be sure to indicate both funds in the memo line.

JOURNALISM FUND CHECK DONATION FORM

Please provide the following information.

NAME _____

EMAIL _____ PHONE _____

ADDRESS _____

CITY / STATE / ZIP _____

Please list my gift:

In honor of _____

In memory of _____

I want to support the following journalism fund(s):

Please check all that apply.

Education Project Fund

- Make your check payable to the fund's fiscal sponsor: **Local Media Foundation**
- Write in the memo line: Daily Herald Education Project

Health Reporting Initiative Fund

- Make your check payable to the fund's fiscal sponsor: **Local Media Foundation**
- Write in the memo line: Daily Herald Health Reporting

Environmental and Climate Change Reporting Fund

- Make your check payable to the fund's fiscal sponsor: **Journalism Funding Partners**
- Write in the memo line: Daily Herald Climate Reporting

Investigative Journalism Fund

- Make your check payable to the fund's fiscal sponsor: **Journalism Funding Partners**
- Write in the memo line: Daily Herald Investigative Journalism

Mail your completed form and check to: The Daily Herald, Attn: Journalism Fund Donation, P.O. Box 930, Everett, WA 98206

TO DONATE WITH YOUR DONOR-ADVISED FUND

To ensure your donation is designated to The Daily Herald journalism fund of your choice, please follow these steps.

STEP 1: Determine which of The Daily Herald's journalism funds you wish to support so you can identify the fiscal sponsor for that fund. Use this handy guide:

- **Education Project Fund:** Local Media Foundation, tax ID #36-4427750
- **Health Reporting Initiative Fund:** Local Media Foundation, tax ID #36-4427750
- **Environmental and Climate Change Reporting Fund:** Journalism Funding Partners, tax ID #84-2968843
- **Investigative Journalism Fund:** Journalism Funding Partners, tax ID #84-2968843

STEP 2: Contact the administrator for your donor-advised fund and request a distribution or download the distribution form from your administrator's website.

STEP 3: Indicate the FISCAL SPONSOR (and Tax ID#) and THE DAILY HERALD's JOURNALISM FUND you would like your donation directed to. Any check should be made payable to the fiscal sponsor and mailed to The Daily Herald, Attn: Journalism Fund Donation, P.O. Box 930, Everett, WA 98206.

STEP 4: Let the Herald know to expect your gift from your donor-advised fund by contacting SupportLocalJournalism@heraldnet.com. Your email should include the following information:

- Your contact information
- The issuing entity (your donor advised fund administrator)
- How the donation will be made (for example: by a check mailed to the Herald)
- The amount of your gift
- The designation (which journalism fund you are supporting)

This information helps us ensure your gift is properly allocated and that you are properly credited for your generosity.

TO DONATE THROUGH YOUR EMPLOYER'S MATCHING GIFTS PROGRAM

Check with your employer to see if your donation to a fiscal sponsor for one of The Daily Herald's journalism funds qualifies for a matching donation. Forms are generally available from your human resources department.

When submitting a matching donation request to your employer, indicate the FISCAL SPONSOR (and Tax ID#) and THE DAILY HERALD's JOURNALISM FUND you would like your donation directed to. Any check should be made payable to the fiscal sponsor and mailed to The Daily Herald, Attn: Journalism Fund Donation, P.O. Box 930, Everett, WA 98206.

Let the Herald know to expect the matching gift so we can ensure it is properly allocated. Send an email to SupportLocalJournalism@heraldnet.com and provide the following information:

- Your contact information
- Your employer's name
- What matching gift program is used (if known)
- How the donation will be made (for example: by a check mailed to the Herald or directly to the fiscal sponsor)
- The amount of your gift
- The amount of the company match
- The designation (which journalism fund you are supporting)

ATTENTION BOEING EMPLOYEES AND RETIREES

To ensure your gift through the Boeing Community Giving program – and the company's match – are properly allocated to The Daily Herald journalism fund you want to support and that you are properly credited for your generosity, it is essential you let the Herald know to expect your donation and Boeing's match.

You can send an email through the Boeing giving system (this option exists on the online giving form) or directly to SupportLocalJournalism@heraldnet.com.

Your email should include the following information:

- Your contact information
- If you are a Boeing employee or retiree
- The date your request was made through the Boeing Community Giving website.
- The amount of your gift
- The designation (which journalism fund you are supporting)