

Overview: Neighborhood Assistance Program (NAP) - State Tax Credit **Blue Ridge Area Food Bank**

The Neighborhood Assistance Program (NAP) was created by the 1981 General Assembly. State tax credits are available to encourage donors to contribute directly to qualified non-profit agencies, such as the Blue Ridge Area Food Bank. In 2015, House Bill 1701 granted discretion to participating charities to set the value of the tax credits awarded to each donor, if the donor agrees in writing (Tax Credit Adjustment Agreement form required). The Food Bank applies to the state annually and is awarded allocations based on proven operational success and on our capacity to serve impoverished people.

Eligible Donations to the Food Bank from an Individual, Married Couple, or Trust

- Donations must be made directly to the Food Bank in the form of cash, credit card or marketable securities. QCD distributions from IRA accounts are also acceptable.
- The Food Bank accepts a minimum donation of \$1,000, not to exceed a maximum of \$10,000 total, between July 1 and December 31, as long as credits are available. Monthly donors qualify, if the total of their monthly giving over 6 months (July to December) meets the minimum amount required.
- The value of the state tax credit offered by the Food Bank is equal to **50%** of the donation.
Example: minimum \$1,000 donation X .50 = \$500 state tax credit
 maximum \$10,000 donation X .50 = \$5,000 state tax credit
- A signed copy of the "Tax Credit Adjustment Agreement Form" must accompany the completed NAP application form (CNF-E) before the Food Bank can submit paperwork to the state.

Donations that are not eligible for a NAP credit from the Food Bank include:

- Restricted donations
- Discounted or partial donations
- Gifts from Donor Advised Funds
- Gifts made through 3rd-party workplace giving platforms, such as Benevity, YourCause, DonationXChange, etc.
- Gifts of food or in-kind donations
- Bargain sales
- Sponsorships

Instructions for Participation:

The donor provides the following to the Food Bank (forms are available starting July 1 on our website - brafb.org/nap) either by mail or email at the addresses below:

1. NAP application (form CNF-E) ***Please leave the donation date blank.**
2. Tax Credit Adjustment Agreement Form (consent to receive 50% credit)
3. Donation – **The donation (including QCD and stock gifts) MUST be dated July 1 or later.**
 - *Indicate on the check's memo line that your gift is for NAP credit.*
Please use your legal name on all forms and payments. The name on your check must exactly match the name on both forms.5. Only one name and SSN should be used on the paperwork, even in the case of married couples.

Starting July 1, credits are allocated to each donor on a **first-come, first-served basis** according to the date the NAP application, adjustment form, and donation are received until the Food Bank has fully disbursed all available credits. We cannot accept gifts or paperwork dated before July 1.

Credits go quickly. We maintain a waiting list of donors once all available credits are allocated, in the rare event additional credits are awarded by the state.

The Food Bank will submit all paperwork to the state. Once reviewed and approved, the state will send the tax credit certificate to the Food Bank and we will in turn mail it to the donor. Expect the process to take at least 12 to 14 weeks from the date documentation is received at the state NAP office.

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Return forms and your gift on or after July 1 to:
Blue Ridge Area Food Bank
PO Box 937
96 Laurel Hill Rd., Verona, VA 24482

Questions? Contact:
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