



# ENDOWMENT AGREEMENT

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This fund is established on \_\_\_\_\_ (date) by and between \_\_\_\_\_  
and the Catholic Community Foundation of Santa Clara County.

**The endowment shall be named:**

\_\_\_\_\_

## Type of Fund

- Designated  
 Field of Interest

## Purpose of Fund

Please describe the purpose of your Designated Endowment/Field of Interest Endowment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## For Designated Endowments

Designated Endowments are created to support nonprofit organizations. The designee must have 501(c)(3) status and cannot be a private foundation. If the designee ceases to exist or materially changes purpose, the Foundation will direct the fund's payout to another organization providing similar services.

Designated Beneficiary: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Federal Tax ID#: \_\_\_\_\_

## Donor

The donor is: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



## Primary Contact:

The primary contact is:

Same as donor

Other: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Initial deposit:

The initial gift to establish the fund is \$\_\_\_\_\_.

Check

[ACH/wire \(instructions available\)](#)

[Securities \(instructions available\)](#)

Additionally, the donor wishes to make a donation to the St. Joseph the Builder Endowment for the long-term financial support of the Catholic Community Foundation. The amount of the donation is

\$\_\_\_\_\_.

(NOTE: Please contact our office prior to sending money or transferring securities.)

This fund is subject to fees outlined in the Terms and Conditions.

## Investment Pool:

The funds will be invested in the Long Term Growth pool of the Foundation with other like endowments.

## Disbursements:

Annual disbursement will be made in accordance with the Foundation Terms and Conditions.



## Signature(s):

I acknowledge that I have read the terms and conditions of this fund. I understand that my contribution is an irrevocable gift to the Catholic Community Foundation of Santa Clara County.

All information in this form is accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The Catholic Community Foundation of Santa Clara County:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

## Appendices:

- Terms and Conditions
- Stock Transfer Instructions



# TERMS & CONDITIONS

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## For Designated Endowments and Field of Interest Endowments

### Establishing a Fund

Funds may be established by donation of cash/equivalent or marketable securities to the Catholic Community Foundation of Santa Clara County (the Foundation), a section 501(c)(3) public charity. The Foundation's Board of Directors must approve any other gift form.

### Ownership of the Funds

The fund is a component fund of the Foundation. All gifts to the Foundation are treated as gifts to a public charity, and generally tax-deductible, subject to legal limitations. However, we do not provide tax or legal advice and recommend that you discuss with your advisor.

The assets in the fund (donations and investment gains) are irrevocably transferred to the Foundation, which has exclusive legal authority and control of the fund. Terms and conditions governing the funds may be modified from time to time as deemed prudent by the Foundation's Board of Directors. The Foundation has the right to modify any condition or restriction on the distribution of funds should the Board of Directors determine the restriction or condition is impractical, in violation of the terms of this policy, or inconsistent with the charitable needs of the community served.

If the programs and/or activities of the beneficiary are no longer in compliance with Catholic social teaching, the Foundation reserves the right to move the fund to an organization better suited to the beneficiary's needs.

### Investment

All investments are made in line with the Investment Policy of the Foundation. All assets will be managed in the selected investment pool. Download our Investment Policy here: [cfoscc.org/who-we-are/financials](https://cfoscc.org/who-we-are/financials)

### Fees and Minimums

The following fees and minimums apply:

#### DESIGNATED FUND:

Minimum initial gift:	\$10,000 (\$1,000 if designee is a parish)
Minimum balance to start grants:	\$25,000
One time set up fee:	5% of initial gift, with half of that allocated to our endowment (No fee if designee is a parish)
Annual administrative fee:	.5% of fund balance, measured and paid quarterly on the value as of the last day of the last month of the calendar quarter.



#### FIELD OF INTEREST FUND:

Minimum initial gift:	\$100,000
Minimum balance to start grants:	9 months of investment activity
One time set up fee:	5% of initial gift, with half of that allocated to our endowment
Annual administrative fee:	2% of fund balance, measured and paid quarterly on the value as of the last day of the last month of the calendar quarter.

NOTE: Fees may be changed at any time with 90 days notice.

### **Grants from Field of Interest Endowment**

All Field of Interest Endowments are eligible for grant making after 9 months of investment activity. All grants must be made to Catholic organizations doing business in Santa Clara County. These are all 501(c)(3) organizations, designated as Catholic in their articles of incorporation and/or listed in the Kenedy Directory.

The Grants Committee of the Foundation will determine all grants.

### **Grants from Designated Endowment**

Grants made from a Designated Endowment will be based on balances once each year. The percentage distribution will be made in accordance with the disbursement policy of the Foundation. Beneficiaries will be notified of the grant amount and have three choices:

- 1) Take the entire distribution
- 2) Take a portion of the distribution
- 3) Leave the entire amount in the fund

### **Donations in Memorium**

When a fund is set up in honor of someone who has passed away, please use the following language when notifying potential donors:

Memorial funds will be added to the [Name of Fund] at the Catholic Community Foundation of Santa Clara County. Please make checks payable to the Catholic Community Foundation of Santa Clara County [Name of Fund] fund.



**THE CATHOLIC**  
**COMMUNITY FOUNDATION**  
 OF SANTA CLARA COUNTY

# STOCK TRANSFER FORM

To make a broker-to-broker transfer, your broker will require the following written instructions:

<b>Foundation Broker:</b> Morgan Stanley	<b>DTC Participant #:</b> 0015	<b>The Curtis Group at Graystone Consulting</b> 1400 Page Mill Rd Palo Alto, CA 94304 (650) 496-4260 www.morganstanleygc.com/curtisgroup
	<b>Foundation Account #:</b> 662-046923-051	
	<b>Foundation taxpayer ID#:</b> 83-0400149	<b>Account Managers:</b> Thomas McCue or Julio Silva

**Once the stock is transferred:**  
*Please send written instructions to the Foundation*  
 (you may fill out and send in the following by fax, letter or email)

Date of Transfer \_\_\_\_\_ Donor Name(s) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Stock \_\_\_\_\_ Number of Shares \_\_\_\_\_ Symbol \_\_\_\_\_

Any Stock Restrictions? \_\_\_\_\_

Pledge Payment (Yes/No) \_\_\_\_\_

This stock gift is for the benefit of

\_\_\_\_\_

**Contact Information**

Catholic Community Foundation of Santa Clara County  
 777 North First Street, Suite 490  
 San Jose, CA 95112  
 Phone (408) 995-5219 FAX (408) 995-5865  
 email [info@foscc.org](mailto:info@foscc.org)

**A letter of acknowledgement will be sent by the Catholic Community Foundation**

*For further information about donation of stock, cash, securities or other assets, contact the following:*

Sean Finigan  
 (408) 995-5219  
 email: [finigan@foscc.org](mailto:finigan@foscc.org)

Form: ST008 02082017