



Donor Advised Fund Agreement Form

Basic Fund Information

This fund is established by and between _____ (donor(s)) and the Catholic Community Foundation (the Foundation).

Fund Name

The _____

Donor(s)

Name: _____ DOB: _____

Name: _____ DOB: _____

Address: _____

Home Phone: _____ Cell Phone(s): _____

Email(s): _____

Initial Deposit

The initial gift to establish the fund is \$ _____ (\$10,000 minimum).

- Check Credit Card/EFT
- Securities (instructions available) Gift from Family Legacy Plan
- Other: _____

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

Optional Donation to the Foundation

Additionally, the donor wishes that upon creation of this DAF, the first grant from the fund will be an unrestricted donation to the Catholic Community Foundation. This donation will help the Foundation provide *FOREVER VALUE* for our local Catholic community by establishing and growing endowments, providing Donor Advised Funds, educating the community about planned giving, and connecting generous donors with effective Catholic programs.

The amount of the grant will be \$ _____ (all DAF grants must be ≥\$250)

Investment Pool

Please see the Investment Pool Options addendum to read about the three pool options. Please ensure that your selections for these three options total 100%.

Long-Term Growth: _____% Balanced: _____% Capital Preservation: _____%

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Fund Advisors and Online Donor Portal Access

Fund Advisors are all equal and concurrent advisors to the fund unless otherwise noted below. Fund Advisors are approved to advise grants (by phone, via email, or via the Online Portal), access fund balance information, and make changes to the fund information (e.g. fund name, investment pool, successors etc.) without permission from any other fund advisor.

Those listed below are all automatically approved for online access to information about this Donor Advised Fund. Anyone not listed below who requests online access to fund information will need to be approved by a Fund Advisor.

Those listed will receive emails about grant submission status, fund statement availability, and other updates. **We primarily communicate via email, so please list an email address that you check frequently.** If you do not have an email address, we will find a solution that fits your situation.

FUND ADVISOR #1

Name: _____ DOB: _____

Email: _____

FUND ADVISOR #2 (OPTIONAL)

Name: _____ DOB: _____

Email: _____

Relationship to Fund Advisor #1: _____

FUND ADVISOR #3 (OPTIONAL)

Name: _____ DOB: _____

Email: _____

Relationship to Fund Advisor #1: _____

FUND ADVISOR #4 (OPTIONAL)

Name: _____ DOB: _____

Email: _____

Relationship to Fund Advisor #1: _____

Fund Advisor Notes:

Conclusion of Fund Administration

This Donor Advised Fund may have a balance at the conclusion of the Fund Advisor(s)'s administration. If a balance remains, you may select from any combination of three options:

- A. Legacy Grants [one-time grants to charities you select]
- B. Successor Advisors [continue making grant recommendations]
and/or
- C. Fund Residuary [remainder donated to a fund of the Foundation]

Please fill out the next three sections to allow us to fulfill your intentions.

A. Legacy Grant Option

If a gift balance remains at the conclusion of the Fund Advisor(s)'s administration of the funds, the Fund Advisor(s) may choose to recommend final grants before turning the fund over to the Successor Advisor(s). Like all grants from the DAF, the minimum is \$250 and grants may be made to a fund at the Foundation or an outside recipient. The Foundation refers to these gifts as "Legacy Gifts" because they (normally) occur after the lifetime of the donor.

If you would like to recommend more than three Legacy Gift grants, please contact the Foundation.

1. Legacy Gift Recipient: _____

Legacy Gift Amount: \$ _____

2. Legacy Gift Recipient: _____

Legacy Gift Amount: \$ _____

3. Legacy Gift Recipient: _____

Legacy Gift Amount: \$ _____

B. Successor Advisor(s)

Up to three successor advisors may be named to take over after the Fund Advisor(s)'s lifetime(s) or if the Fund Advisor(s) is/are unwilling or unable to advise on grants. Once the fund is passed to the Successor Advisor(s), they become equal, concurrent Fund Advisor(s) with all the rights and permissions of the Fund Advisor, except the ability to name further Successor Advisors. After the lifetime(s) of the Successor Advisor(s) the fund will permanently close and any remainder will be deposited in the Residuary Fund.

SUCCESSOR ADVISOR #1

Name: _____ DOB: _____

Address: _____

Email: _____

Phone: _____

SUCCESSOR ADVISOR #2

Name: _____ DOB: _____

Address: _____

Email: _____

Phone: _____

SUCCESSOR ADVISOR #3

Name: _____ DOB: _____

Address: _____

Email: _____

Phone: _____

Please check here if no successors are being named.

C. Fund Residuary

If a balance remains:

- at the conclusion of the advisor(s)'s administration and no successor is named
OR
- at the conclusion of the successor advisor(s)' administration of funds

then the residuary of the fund will be deposited into the Foundation's unrestricted fund unless designated otherwise below.

Please select your designation:

- Unrestricted to the Foundation
- An established fund of the Foundation (please specify):

- A new endowment fund for the organization of my choosing* (please specify):

***PLEASE NOTE:** In order to create a new endowment, the residuary must be greater than or equal to \$25,000. If the minimum is not met, the residuary will be deposited into the Foundation's unrestricted fund.

Grant Acknowledgement

Every grant from a Donor Advised Fund is sent to the recipient organization with a letter stating who made the gift (or if it is anonymous) and the purpose of the grant. Information such as the fund name, donor name and donor address may be included in this letter, if the advisor so wishes.

Below, please select the **default** preferences for the letters that will accompany grants from your fund. Each time you advise a grant, you have the option to make it an anonymous grant by hiding your name, your fund name, or both.

DEFAULT DONOR ADVISOR ADDRESS ON GRANT LETTERS

BY DEFAULT...

provide grant recipients with the following address on every letter by default (you can always request to hide this information on an individual grant request):

put "None Provided" as the donor's address. Any acknowledgement or promotional materials from the grant recipient will likely be mailed to the Foundation, unless the organization already has a mailing address for you on file.

DEFAULT FUND & DONOR ADVISOR NAME ON GRANT LETTERS

BY DEFAULT...

list the full name of this fund (named on page 1) **and** my/our full name(s) as follows:

*"This grant is from the **Carpenter Family Charitable Fund**, at the recommendation of **Mary and Joseph Carpenter**."*

list the full name of the fund, but not my/our name(s)
*"This grant is from the **Carpenter Family Charitable Fund**."*

do not list the name of the fund or my/our name(s) (all grants will show as "anonymous")
"This grant is from an anonymous Donor Advised Fund at the Foundation."

Donor Recognition

The Foundation will not list the name of your Donor Advised Fund without your permission. The Foundation periodically lists donors.

Please select your preferences below:

List the Donor Advised Fund name publicly and my/our name(s) on donor lists.

List the Donor Advised Fund publicly but **do not** list my/our name(s) on donor lists.

Do not list the Donor Advised Fund publicly but **do** list my/our name(s) on donor lists.

Do not list the Donor Advised Fund publicly or my/our name(s) on donor lists.



Donor Advised Fund
Agreement Form

Additional Notes & Special Instructions

Philanthropic Interests

At the Foundation, we strive to be a partner in your grant making. As such, we offer resources to our fund holders on various topics concerning philanthropy and areas of giving.

By selecting your areas of interest below, we can offer you resources, invite you to hear speakers and join in discussions around the topics you care about. You are free to opt in or out of interest areas at any time.

In addition to content and events focused on these specific topics, the Foundation also offers events for all Donor Advised Fund holders on topics of general interest, such as impact, family philanthropy, and more.

My/Our areas of interest (please check all that apply):

Sub-categories listed in italics are examples of topics, not exhaustive lists.

- Catholic Topics & Issues
Religious Orders, Pro-Life Ministries
- Local Catholic Parish Resources
Building Maintenance, Capital Campaigns
- Local Catholic Ministries
Evangelization, Faith Formation, Stewardship, Music, Family Life
- Catholic Youth & Young Adult Ministries
- Local Clergy & Lay Leadership
Leadership Development, Priest Retirement

- Arts & Culture
- Education
Poverty, Access, and Opportunity; Issues Facing Educators and School Systems
- Environment
Environmental Protection and Conservation
- Animal Protection and Welfare
- Health
Patient and Family Support; Treatment and Prevention Services
- Human & Civil Rights
Advocacy and Education
- Human Services
Food Banks, Food Pantries, and Food Distribution; Homeless Services, Social Services
- Other:

Signatures

I hereby irrevocably give the property described in this application and its attachments to the Catholic Community Foundation to establish a Donor Advised Fund.

I intend that this fund be operated exclusively for charitable purposes and that it be treated as a fund of the Foundation. I intend that the person(s) identified above as "Fund Advisor" will periodically recommend grants from this fund for charitable purposes. I acknowledge that I have read and agree to the Donor Advised Fund Terms and Conditions. I understand that the Foundation reserves the right to modify the Donor Advised Fund program and the Terms and Conditions, as it deems necessary.

I/We hereby certify that to the best of my/our knowledge all of the information presented in connection with this application is accurate and I/we will notify the Foundation promptly of any changes.

Advisor #1 Signature

Advisor #2 Signature *(optional)*

Advisor #1 Name (print)

Advisor #2 Name (print)

Date

Date

The Catholic Community Foundation signature:

Signature

Title

Name (Print)

Date

Appendices

- Terms and Conditions
- Investment Pool Options
- Stock Transfer Instructions

Establishing a Fund

Funds may be established by donation of cash/equivalent, marketable securities or another approved gift to the Catholic Community Foundation (the Foundation), a section 501(c)(3) public charity.

Ownership of the Fund

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. The Foundation has the right to modify any condition or restriction on the distribution of funds should it 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.

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.

Investment

All investments are made in line with the Investment Policy of the Foundation which can be downloaded at catholiccf.org/financials. Fund Advisor(s) may choose among the three pools available for investment (see investment pool options). Changes may be made once per calendar year.

Fees and Minimums

The following fees and minimums apply:

Minimum initial gift:	\$10,000 (no minimum for subsequent gifts to the fund)
Annual administrative fee:	1% of annual fund balance, measured and paid as 0.25% quarterly on the value as of the last day of the last month of the calendar quarter.
Minimum administrative fee:	\$75/qtr.
Minimum grant from the fund:	\$250

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

Fund Advisor(s)

Fund Advisors are those individuals designated to make recommendations to the Foundation regarding grants from the fund. All Fund Advisors are equal and concurrent advisors to the fund. Fund Advisors must be 18 years of age or older. A fund may have 1-3 Fund Advisors.

Fund Advisors may be contacted about information or inquiry regarding the fund. All Fund Advisors have the ability to recommend grants from the fund and make changes to the fund (e.g. changing the name, investment pool, successor advisors, etc.). Fund Advisors receive notifications about grant submission status, fund statement availability, and other updates from the Foundation.

Successor Advisors

Fund Advisors may designate, in writing, second-generation fund advisors as “Successor Advisors.” A Successor Advisor will exercise the privileges and duties of a Fund Advisor upon the Fund Advisors’ death, incapacitation or resignation. Successor Advisors may not appoint further Successor Advisors; at the end of the Successor Advisor(s)’s lifetimes, the fund will be closed, and any remaining balance will be deposited into the fund selected in the Fund Residuary.

No Fund Advisor under the age of 18 may advise a grant. You may name one or more minors as Successor Advisors, but they cannot legally make grant recommendations until they reach 18 years of age. The minor’s legal guardian will assume the role as Fund Advisor until the Successor reaches legal age.

Grants

Fund Advisors may make grant recommendations from the assets of the fund using the Online Portal or other method prescribed by the Foundation.

All grants must be at least \$250. Grants will be sent with a letter from the Foundation indicating the designation of the grant, and the name of the fund and the Fund Advisor unless the Fund Advisor specifies a different preference in this agreement or in the grant recommendation.

Grants will be processed within 30 days of the request.

The Foundation recommends a minimum of 25% of grants (calculated annually) to be made to Catholic organizations having a 501(c)(3) status doing business in Santa Clara County. Catholic organizations are defined as Catholic in their Articles of Incorporation and/or listed in the Kenedy Directory.

GRANT RESTRICTIONS

There is no annual distribution minimum.

Grants may be made to 501(c)(3) organizations located in the United States. All grants must be made for charitable purposes only, as defined in IRC 170(c)(2)(B). Grants must be directed to organizations whose work is in keeping with Catholic Social Teaching, as defined by the U.S. Conference of Catholic Bishops: <http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching>

Grants are not permitted to private non-operating foundations or non-functionally integrated Type III supporting organizations. The Foundation will not allow gifts for charitable purposes to non-501(c)(3) organizations. No grants will be made to individuals, for political contributions, or to support political campaign activities. Advisors cannot receive any benefits, goods or services in connection with a grant recommendation.

Closing a Fund

Funds may be closed by granting 100% of the balance.

The Foundation manages various pools of capital. Each pool has different goals and objectives guiding the decisions related to portfolio construction and appropriate risk level. The Foundation embraces socially responsible investing in accordance with the guidance of the United States Conference of Catholic Bishops.

Long-Term Growth Pool

GOAL

Enhance the real purchasing power of the portfolio's assets over a full market cycle. Emphasis on growing funds for long-term needs, while maintaining liquidity/flexibility to respond to the unknown. Return objective around 6% net of estimated investment expenses.

ASSET MIX

Diversified portfolio of stocks, bonds, and alternatives. 66% public equities 34% fixed income.

GRANTING HORIZON

Utilized for funds with grantmaking time horizon of 7 years or more.

Balanced Pool

GOAL

Balancing growth objective with reduced volatility. Return objective around 5% net of estimated investment expenses.

ASSET MIX

Diversified portfolio of stocks, bonds. 47% public equities 53% fixed income.

GRANTING HORIZON

Utilize for conservative funds with a grant making time horizon of 3-7 years.

Capital Preservation Pool

GOAL

Asset preservation and liquidity to meet short-term grantmaking goals.

ASSET MIX

100% cash & cash equivalents.

GRANTING HORIZON

Utilize for funds with a meant to be granted in 1-3 years.

NOTE:

Investments are monitored continuously by our experienced investment committee, advisors, and staff. Asset allocations in each pool may be adjusted in response to changing conditions in charitable giving and/or in the financial markets.



STOCK TRANSFER FORM

Information for your Broker

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

Foundation Broker: Morgan Stanley	DTC Participant #: 0015	The Curtis Group at Graystone Consulting 1400 Page Mill Rd, Palo Alto, CA 94304
	Foundation Account #: 662-046923-051	650.496.4260 www.morganstanleygc.com/curtisgroup
	Foundation Taxpayer ID #: 83-0400149	Account Manager: Thomas McCue

The Catholic Community Foundation

777 North First Street, Suite 490, San Jose, CA 95112

Phone: 408.995.5219 Fax: 408.995.5865 **Primary Contact:** Sean Finigan finigan@catholiccf.org

Information for the Catholic Community Foundation

Once the stock is transferred, please fill out and send the following information to the Catholic Community Foundation via fax or email.

Date of Transfer: _____ Donor Name(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Restrictions? _____ Pledge Payment? Y N

For the benefit of (fund) _____

Name of Stock: _____ Symbol: _____ # of Shares: _____

Name of Stock: _____ Symbol: _____ # of Shares: _____

Name of Stock: _____ Symbol: _____ # of Shares: _____

Name of Stock: _____ Symbol: _____ # of Shares: _____