



# 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 \$ \_\_\_\_\_ (\$5,000 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: \_\_\_\_\_%

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

FUND ADVISOR #2 (OPTIONAL)

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

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

Relationship to Fund Advisor #1: \_\_\_\_\_

FUND ADVISOR #3 (OPTIONAL)

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

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

Relationship to Fund Advisor #1: \_\_\_\_\_

FUND ADVISOR #4 (OPTIONAL)

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

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

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, there are options for what you would like to happen to the remainder of your fund.

### OPTIONAL

**Legacy Grant** – when the fund advisor(s)'s administration of the fund ends, they may choose to make final grants from the fund to recipients of their choosing. This happens before the fund is turned over to the successor advisor(s) or residuary fund.

### MANDATORY

*All funds must select one of the following options.*

**Successor Advisor(s)** – the original fund advisor(s) may choose successors to take over administration of the fund.

**Fund Residuary** – the remainder of the fund is donated to a fund of the Foundation.

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

### Optional: Legacy Grant Option

If a gift balance remains at the conclusion of the Fund Advisor(s)'s administration, the Fund Advisor(s) may choose to recommend final grants before turning the fund over to the Successor Advisor(s) or Residuary Fund. The Foundation refers to these gifts as "Legacy Grants" because they (normally) occur after the lifetime of the donor. Some donors appreciate the opportunity to make a final gift to the organizations they love before the transfer/closing of the fund.

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

1. Legacy Grant Recipient: \_\_\_\_\_

Legacy Grant Amount: \$ \_\_\_\_\_

2. Legacy Grant Recipient: \_\_\_\_\_

Legacy Grant Amount: \$ \_\_\_\_\_

3. Legacy Grant Recipient: \_\_\_\_\_

Legacy Grant Amount: \$ \_\_\_\_\_

### Successor Advisor(s)

*If you completed the "Fund Residuary" section, skip this section.*

If a gift balance remains at the conclusion of the Fund Advisor(s)'s administration, they may name Successor Advisors to take over the administration of the fund. The Successor Advisor becomes the new Fund Advisor for the DAF. If multiple Successors are named, the fund balance will be split evenly among new DAFs for each Successor Advisor. If the balance of the fund is not sufficient to create new DAFs for each Successor Advisor (fund minimum is \$5,000), the named Successor Advisors will be asked to direct their portion of the balance to a fund of the Foundation. Successor Advisors do not have the ability to name further Successor Advisors.

#### SUCCESSOR ADVISOR #1

Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

#### SUCCESSOR ADVISOR #2

Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

#### SUCCESSOR ADVISOR #3

Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

#### SUCCESSOR ADVISOR #4

Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

## Fund Residuary

*If you completed the "Successor Advisor(s)" section, skip this section.*

The Fund Advisor(s) may select where they would like the remaining balance of the fund to be deposited after their administration ends. 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 Family Endowment 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 have the option to hide this information for any grant request):

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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:

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*"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*

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- 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:

*Internal Use Only*

Does this form replace an existing agreement?  No  Yes      Reference: \_\_\_\_\_

**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](http://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:	\$5,000 (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

Successor Advisors will exercise the privileges and duties of a Fund Advisor upon the Fund Advisors' death, incapacitation or resignation. If multiple Successors are named, the fund balance will be split evenly among new Donor Advised Funds for each Successor Advisor. If the balance of the initial fund is not sufficient to create new DAFs for each Successor Advisor (fund minimum is \$5,000), the named Successor Advisors will be asked to direct their portion of the balance to a fund of the Foundation. Successor Advisors may not appoint further Successor Advisors; at the end of the Successor Advisors' lifetimes, the fund will be closed, and any remaining balance will be deposited into 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.

## 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 Catholic Community Foundation partners with Jordan Park to manage and strategize on investments. Each investment 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

### 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 object around 6% net of estimated investment expenses of 61 basis points.

### 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

### GOAL

Balancing growth objective with reduced volatility. Return object around 5% net of estimated investment expenses of 56 basis points.

### 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

### 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, consultants, 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](mailto: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: \_\_\_\_\_