

Basic Fund Information

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

Fund Name

The \_\_\_\_\_

Establishing Donor(s)

Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

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

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

Cell Phone(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Initial Donation

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

- Check       Credit Card/EFT
- Securities (instructions available)       Gift from Estate Plan/Family Charitable Legacy Plan
- Other: \_\_\_\_\_

**NOTE:** Please contact our office prior to sending money or transferring securities. See Terms & Conditions for minimums.

Investment Pool

Please see the Investment Pool Options addendum to read about the three pool options. Ensure that your selections total 100%. See the full descriptions of each pool in the appendix.

Long-Term Growth: \_\_\_\_\_%     Balanced: \_\_\_\_\_%     Capital Preservation: \_\_\_\_\_%

Type of Fund

See descriptions of each type of fund below.

- Designated       Field of Interest

Designated Fund

Designated Funds are created to support one or multiple nonprofit organizations. The beneficiary must have 501(c)(3) status and cannot be a private foundation. If the beneficiary ceases to exist or materially changes purpose, the Foundation will do one of two things based on your selection below:

1. Redistribute the percentage allocated to that beneficiary among the other beneficiaries of this fund
2. Direct the percentage allocated to that beneficiary to another organization providing similar services

DESIGNATED BENEFICIARY

Percentage of Total Disbursement: \_\_\_\_\_%    Federal Tax ID#: \_\_\_\_\_

Beneficiary Name: \_\_\_\_\_

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

Please describe the purpose of the grants to this beneficiary or write "unrestricted":

REALLOCATION:

- Reallocate this percentage among the other organizations listed according to ranking  
 Find a similarly oriented organization to which future grants shall be sent  
 Other – see notes

DESIGNATED BENEFICIARY

Percentage of Total Disbursement: \_\_\_\_\_%    Federal Tax ID#: \_\_\_\_\_

Beneficiary Name: \_\_\_\_\_

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

Please describe the purpose of the grants to this beneficiary or write "unrestricted":

REALLOCATION:

- Reallocate this percentage among the other organizations listed according to ranking  
 Find a similarly oriented organization to which future grants shall be sent  
 Other – see notes

If you would like to designate more organizations, make copies or ask the Foundation for additional pages.

### **Field of Interest Fund**

Field of Interest Funds grant to multiple organizations for projects that are aligned with a defined purpose.

Please describe the purpose of this endowment:

Please define the types of organizations that can apply for these grants (area of work, geography, etc.):

### **Disbursements**

By default, grants from this fund will be distributed once annually.

Please describe the duration and other specifics about granting from this fund.

## Donor Recognition

The Foundation will not list the name of your Family Endowment without your permission. The Foundation periodically lists donors unless they have elected to be anonymous.

Please select your preferences below:

- List the Fund name publicly and my/our name(s) on donor lists.
- List the Fund publicly but **do not** list my/our name(s) on donor lists.
- Do not list the Fund publicly but **do** list my/our name(s) on donor lists.
- Do not list the Fund publicly or my/our name(s) on donor lists.

## Additional Notes/Special Instructions

Signature(s)

I/We acknowledge that I/we have read the terms and conditions of this fund. I/We understand that my/our contribution is an irrevocable gift to the Catholic Community Foundation.

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

\_\_\_\_\_  
Donor 1 Signature

\_\_\_\_\_  
Donor 2 Signature *(optional)*

\_\_\_\_\_  
Donor 1 Name *(print)*

\_\_\_\_\_  
Donor 2 Name *(print)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**The Catholic Community Foundation:**

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name *(print)*

\_\_\_\_\_  
Date

Appendices

- Terms and Conditions
- Investment Pools
- 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 fund is a component fund, owned by the Catholic Community Foundation. All gifts to the Foundation are treated as gifts to a public charity, and generally tax-deductible, subject to legal limitations. We do not provide tax or legal advice and recommend that you discuss your specific situation 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. 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, incapable of fulfillment, unnecessary, in violation of the terms of this policy, in violation with the law, or inconsistent with the charitable needs of the community served.

## Modifications to the Fund

In the event the Foundation needs to petition the State Attorney General for modifying the distribution of the gift, the fund being modified will assume all legal fees.

## 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: [catholiccf.org/financials](http://catholiccf.org/financials)

## Fees and Minimums

The following fees and minimums apply:

### DESIGNATED NON-ENDOWED FUND

Minimum initial gift:	\$25,000
Minimum balance to start grants:	\$25,000
Minimum grant per beneficiary:	\$500
Annual administrative fee:	0.75% of annual fund balance, measured and paid as 0.1875% quarterly on the value as of the last day of the last month of the calendar quarter.

### FIELD OF INTEREST NON-ENDOWED FUND

Minimum initial gift:	\$250,000
Minimum balance to start grants:	\$250,000
Annual administrative fee:	2% of annual fund balance, measured and paid as 0.5% 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.

## Gift Acceptance Policy

For more information about the Foundation's policies on special/complex gifts, request a copy of the Foundation's latest Gift Acceptance Policy.

## Grants from Field of Interest Funds

By default, grants from Field of Interest Funds must be made to Catholic organizations doing business in Santa Clara County. They must be 501(c)(3) organizations, designated as Catholic in their articles of incorporation and/or listed in the Kennedy Directory.

Grants made from the fund will be based on balances once each year. The Grants Committee of the Catholic Community Foundation will determine all grant recipients and individual grant amounts.

## Grants from Designated Funds

Beneficiary(ies) of this fund must be a 501(c)(3) organization located in the United States. Grants are not permitted to private non-operating foundations or non-functionally integrated Type III supporting organizations. Beneficiaries must be organizations whose work is in keeping with Catholic Social Teaching, as defined by the U.S. Conference of Catholic Bishops: [www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/](http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/)

If the programs and/or activities of a beneficiary are no longer in compliance with Catholic social teaching (as defined by the Conference of Catholic Bishops: [www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/](http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/)) or the organization is no longer a charitable organization at the time of the grant distribution, the Catholic Community Foundation reserves the right to do one of the following, based on the donor's selection:

1. Redistribute the percentage allocated to that beneficiary among the other beneficiaries of this fund.
2. Change the beneficiary to an organization best suited to the original intent of the fund.

In the event that multiple beneficiaries merge, the donor intent for all funds and gifts for each of the beneficiaries involved in a merger must be honored in perpetuity, and therefore automatically become obligations of the combined beneficiary.

Grants will be made annually based on balances each year.

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	<b>The Curtis Group at Graystone Consulting</b> 1400 Page Mill Rd, Palo Alto, CA 94304
	Foundation Account #: 662-046923-051	650.496.4260 <a href="http://www.morganstanleygc.com/curtisgroup">www.morganstanleygc.com/curtisgroup</a>
	Foundation Taxpayer ID #: 83-0400149	<b>Account Manager:</b> 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: \_\_\_\_\_