

### Basic Fund Information

This plan is established on \_\_\_\_\_ (date) by and between \_\_\_\_\_ (donor(s))

and is to be executed by the Catholic Community Foundation (the Foundation) after funds are received. This document and all accompanying fund agreements constitute the donors' legacy intention and serve as a directive for the Foundation to execute the plan after the donors' lifetime.

### Plan Name

The \_\_\_\_\_ Legacy Plan

### Donor Information

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

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

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

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

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

### Additional Contact

Please let us know who we should contact after your death. Ideally, this will be a person that has been designated to take care of your affairs (family, friend or attorney):

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

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

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

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

Relationship to Donor(s): \_\_\_\_\_

### Legacy Gift Vehicle

This gift will be established through:

Will/Trust       Charitable Remainder Trust       Life Insurance Policy       Living Trust

Retirement Plan Assets       Bank or Brokerage Account       Other

Please Describe "Other" \_\_\_\_\_

**Estimated Value of Legacy Gift**

If known, please provide estimated value or estimated range \$ \_\_\_\_\_

*These amounts will never be disclosed to beneficiaries unless you direct us to do so.*

**Donor Directive**

**Rank/Priority**

Please indicate the “rank” of each part of your Legacy Plan. If there are insufficient funds to meet the minimums of all the options you select below, the ranking will determine the order in which the Foundation distributes funds pro rata. Please read the Terms and Conditions for all minimums.

My/Our legacy gift to the Foundation should be used in the following manner:

<b>Rank/ Priority</b>	<b>Donor Giving Options</b> (Select all that apply)	<b>Percentage of Total Gift or Amount</b>
_____	<b>A. Establish a new Donor Advised Fund</b> Please see the <i>Donor Advised Fund Agreement</i> for additional information and special instructions.	_____ % \$ _____
_____	<b>B. Establish a new Designated Family Endowment</b> Please complete <i>Option B</i> starting on page 3.	_____ % \$ _____
_____	<b>C. Establish a new Field of Interest Family Endowment</b> Please complete <i>Option C</i> starting on page 7.	_____ % \$ _____
_____	<b>D. Make a one-time donation to existing fund(s) managed by the Foundation</b> Please complete <i>Option D</i> on page 8.	_____ % \$ _____
_____	<b>E. Make a one-time donation outright to designated beneficiary(ies)</b> Please complete <i>Option E</i> on page 9.	_____ % \$ _____

Additional Notes:

## Option B: Designated Family Endowment

A Designated Family Endowment is created to support nonprofit organizations that are close to your heart. You may select one or multiple organizations to which this endowment will grant (subject to minimums). The beneficiaries must have 501(c)(3) status and cannot be a private foundation.

See Terms and Conditions for more details.

### Fund Name

The \_\_\_\_\_

### Rank

Please indicate the “rank” of each Designated Beneficiary. If there are insufficient funds to grant to all the listed beneficiaries at the time the endowment is funded or if one or more of the beneficiaries ceases to exist, the ranking of beneficiaries will determine the order in which the Foundation distributes funds pro rata.

### Reallocation Section

If at any point grants can no longer be made to an organization you selected (either because it ceases to exist or materially changes purpose), by default the Foundation will redistribute the percentage allocated to that beneficiary among the other beneficiaries of this fund. For each beneficiary, please select if you would like the Foundation to find a similarly oriented organization to which future grants would be sent instead of reallocating these funds. If the endowment is only granting to one beneficiary, the Foundation will find a similarly oriented organization for future grants. See Terms & Conditions for more details.

### Beneficiary Notification Section

You may select when the Foundation reaches out to the beneficiaries to notify them about their inclusion in your Family Endowment. If you choose to delay the initiation of granting, you may choose one of two options:

1. **Notify the beneficiary immediately** that they are included in this endowment. The beneficiary will be notified that granting will not begin immediately and that their inclusion in this endowment is revocable. Gift amounts will not be disclosed to the beneficiary.
2. **Wait to notify the beneficiary** until the first grant is made. The beneficiary will not know that they are included in this endowment until the first grant is distributed.

Option B: Designated Family Endowment cont.

DESIGNATED BENEFICIARY

Rank: \_\_\_\_\_

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

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

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

Please describe the purpose of the grants to this beneficiary:

*See notes under Designated Endowments section (page 2) for details on the following questions.*

**REALLOCATION:**

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

**BENEFICIARY NOTIFICATION:**

- Notify this beneficiary immediately
- Notify this beneficiary only once granting begins

DESIGNATED BENEFICIARY

Rank: \_\_\_\_\_

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

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

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

Please describe the purpose of the grants to this beneficiary:

*See notes under Designated Endowments section (page 2) for details on the following questions.*

**REALLOCATION:**

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

**BENEFICIARY NOTIFICATION:**

- Notify this beneficiary immediately
- Notify this beneficiary only once granting begins

Option B: Designated Family Endowment cont.

DESIGNATED BENEFICIARY

Rank: \_\_\_\_\_

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

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

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

Please describe the purpose of the grants to this beneficiary:

*See notes under Designated Endowments section (page 2) for details on the following questions.*

**REALLOCATION:**

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

**BENEFICIARY NOTIFICATION:**

- Notify this beneficiary immediately
- Notify this beneficiary only once granting begins

DESIGNATED BENEFICIARY

Rank: \_\_\_\_\_

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

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

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

Please describe the purpose of the grants to this beneficiary:

*See notes under Designated Endowments section (page 2) for details on the following questions.*

**REALLOCATION:**

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

**BENEFICIARY NOTIFICATION:**

- Notify this beneficiary immediately
- Notify this beneficiary only once granting begins

Option B: Designated Family Endowment cont.

DESIGNATED BENEFICIARY

Rank: \_\_\_\_\_

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

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

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

Please describe the purpose of the grants to this beneficiary:

*See notes under Designated Endowments section (page 2) for details on the following questions.*

**REALLOCATION:**

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

**BENEFICIARY NOTIFICATION:**

- Notify this beneficiary immediately
- Notify this beneficiary only once granting begins

DESIGNATED BENEFICIARY

Rank: \_\_\_\_\_

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

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

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

Please describe the purpose of the grants to this beneficiary:

*See notes under Designated Endowments section (page 2) for details on the following questions.*

**REALLOCATION:**

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

**BENEFICIARY NOTIFICATION:**

- Notify this beneficiary immediately
- Notify this beneficiary only once granting begins

**Option C: Field of Interest Family Endowment**

*Field of Interest Endowments grant to multiple organizations for projects that are aligned with a defined purpose. Please indicate the areas of interest/work to which you would like this fund to grant.*

*See Terms and Conditions for more details.*

**Fund Name**

The \_\_\_\_\_

**Rank**

Please indicate the “rank” of each Field of Interest Category. If there are insufficient funds to create to all the listed categories at the time the endowment is funded (see Terms & Conditions for minimums), the ranking of categories will determine the order in which the Foundation distributes funds pro rata.

FIELD OF INTEREST CATEGORY

Rank: \_\_\_\_\_ Percentage or Dollar Amount of Option C Total: \_\_\_\_\_ % or \$ \_\_\_\_\_

Please describe the purpose of this Field of Interest Endowment:

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

FIELD OF INTEREST CATEGORY

Rank: \_\_\_\_\_ Percentage or Dollar Amount of Option C Total: \_\_\_\_\_ % or \$ \_\_\_\_\_

Please describe the purpose of this Field of Interest Endowment:

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

**Option D: Donation to Existing Fund(s) at the Foundation**

You may make a one-time gift of any amount to an existing fund at the Foundation. Please ask Foundation for a complete list of funds. The Foundation holds funds for many organizations and programs, including parishes, schools, ministries of the Dioceses of San Jose, and more.

**Beneficiary Notification**

If the fund you select below is for the benefit of an organization other than the Foundation (e.g. an endowment for a parish), you may select when the Foundation notifies that organization of your gift. Gift amounts will not be disclosed.

**DESIGNATED FUND OF THE FOUNDATION**

Rank: \_\_\_\_\_ Percentage or Dollar Amount of Option D Total: \_\_\_\_\_ % or \$ \_\_\_\_\_

Name of Fund: \_\_\_\_\_

Notes: \_\_\_\_\_

Beneficiary Notification:

- Notify this beneficiary immediately
- Notify this beneficiary only at the time that the gift is realized

**DESIGNATED FUND OF THE FOUNDATION**

Rank: \_\_\_\_\_ Percentage or Dollar Amount of Option D Total: \_\_\_\_\_ % or \$ \_\_\_\_\_

Name of Fund: \_\_\_\_\_

Notes: \_\_\_\_\_

Beneficiary Notification:

- Notify this beneficiary immediately
- Notify this beneficiary only at the time that the gift is realized

**DESIGNATED FUND OF THE FOUNDATION**

Rank: \_\_\_\_\_ Percentage or Dollar Amount of Option D Total: \_\_\_\_\_ % or \$ \_\_\_\_\_

Name of Fund: \_\_\_\_\_

Notes: \_\_\_\_\_

Beneficiary Notification:

- Notify this beneficiary immediately
- Notify this beneficiary only at the time that the gift is realized



**Option E: Donation Outright to Designated Beneficiary(ies)**

Please use this form to name the organization(s) to which you would like to direct your one-time gift(s).

**\*\*\*Before you complete this section, please review "Option E: Pass-Through/One-Time Donations" in the Terms and Conditions. If you have questions, please contact the Foundation\*\*\***

DESIGNATED BENEFICIARY

Rank: \_\_\_\_\_ Percentage or Dollar Amount of Option E Total: \_\_\_\_\_ % or \$ \_\_\_\_\_

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

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

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

Please describe the purpose of this gift to this beneficiary:

\_\_\_\_\_

- If at the time of the grant, the Foundation can no longer grant to this organization, by default, the Foundation will reallocate this percentage among the other organizations listed in this section or the other sections of this plan. Please check this box if you would like the Foundation to find a similarly oriented organization to which the grant will be sent *instead* of reallocating these funds.

Beneficiary Notification:

- Notify this beneficiary immediately  Notify this beneficiary only at the time that the gift is realized

DESIGNATED BENEFICIARY

Rank: \_\_\_\_\_ Percentage or Dollar Amount of Option E Total: \_\_\_\_\_ % or \$ \_\_\_\_\_

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

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

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

Please describe the purpose of this gift to this beneficiary:

\_\_\_\_\_

- If at the time of the grant, the Foundation can no longer grant to this organization, by default, the Foundation will reallocate this percentage among the other organizations listed in this section or the other sections of this plan. Please check this box if you would like the Foundation to find a similarly oriented organization to which the grant will be sent *instead* of reallocating these funds.

Beneficiary Notification:

- Notify this beneficiary immediately  Notify this beneficiary only at the time that the gift is realized

**Legacy Society Eligibility**

One or more of the beneficiaries listed in this plan may qualify you to be a member of the Society of Saint Joseph. Please read below to see if we can welcome you into the Society!

**Society of Saint Joseph**

The Society of Saint Joseph honors those who have remembered their parish, Catholic elementary school, the Diocese of San Jose, any ministries of the Diocese, or an endowment at the Foundation as a beneficiary of a legacy gift. Learn more about the society at [catholiccf.org/SocietyofSaintJoseph](http://catholiccf.org/SocietyofSaintJoseph)



**SOCIETY OF SAINT JOSEPH RECOGNITION**

*We deeply appreciate your gift and wish to acknowledge your intention in a way that is meaningful to you. Your selection below will only apply to the beneficiaries that qualify you for the Society.*

- I agree to share my/our names with the beneficiary and have my/our names published on lists of Society of Saint Joseph donors as a motivation for others to leave a legacy (regardless of beneficiary notification selection above)
- Please only share my/our names internally with the beneficiary (no outside publications)
- Do not list my/our names either internally or externally (Anonymous Member)

Family Legacy Plan Name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Thank you for your generous gift!**

Additional Notes/Special Instructions

Signatures

I/We acknowledge that I/we have read this document and all accompanying agreements and that they accurately describe my/our Family Legacy Plan. I/we reserve the right to change beneficiaries at any time during our lifetimes but understand that at the time The Catholic Community Foundation receives my/our contributions, this plan will be executed "as is." All information in this form is accurate to the best of my/our knowledge.

**Donors' Acknowledgment**

\_\_\_\_\_  
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

California All-Purpose Acknowledgement

Civil Code 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_  
*Insert name and title of the officer*

personally appeared

\_\_\_\_\_  
\_\_\_\_\_  
*Name(s) of Signer(s)*

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_  
*Signature of Notary Public*

*Place Notary Seal Above*

### New Fund Establishment

If the Family Legacy Plan includes the establishment of a new Donor Advised Fund, a separate agreement form must be filled out. All rules and restrictions pertaining to Donor Advised Funds are included in the Donor Advised Fund Terms and Conditions.

A new fund 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 of the Foundation. All gifts to the Foundation are treated as gifts to a public charity and generally tax-deductible, subject to legal limitations. The Foundation does not provide tax or legal advice and recommends that you discuss your tax 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, in violation of the terms of this policy, or inconsistent with the charitable needs of the community served.

### 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:

#### OPTION A: DONOR ADVISED FUND (FOR A SUCCESSOR)

Minimum initial gift:	\$10,000
Minimum grant:	\$250 each
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/quarter

**Please reference the Donor Advised Fund Agreement form for all details and restrictions.**

#### OPTION B: DESIGNATED FAMILY ENDOWMENT

Minimum initial gift:	\$25,000
Minimum balance to start grants:	\$25,000
Minimum grant per beneficiary:	\$500 (two beneficiaries per \$25,000)

Annual administrative fee: 0.5% of annual fund balance, measured and paid as 0.125% quarterly on the value as of the last day of the last month of the calendar quarter.

### OPTION C: FIELD OF INTEREST FAMILY ENDOWMENT (PER CATEGORY)

Minimum initial gift: \$100,000  
Minimum balance to start grants: \$100,000  
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.

### OPTION D: ONE-TIME DONATION TO EXISTING FUND

No minimums.

### OPTION E: ONE-TIME DONATION TO OUTSIDE ORGANIZATION

No minimums.

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

## Priority of Funding

If the Family Legacy Plan includes the establishment of new funds, minimum contributions to establish those funds must be met. If any fund cannot be opened as requested, the Foundation will follow the priority schedule outlined in the Family Legacy Plan to eliminate the lowest priority and reappportion the rest based on the allocation set forth. If any minimum is still not met the process will continue in the same manner until all the assets are distributed amongst eligible fund(s) & organization(s).

## Changing the Plan of Record

This document serves as the intention to distribute assets the donor(s) have left to The Catholic Community Foundation to charity(ies) and fund(s). This plan is revocable and editable by the donor(s) up until their time of death or incapacitation. The assets left to the Foundation will follow the latest version of this document that we have on file.

## Option B: Designated Family Endowment

The beneficiary of a Designated Family Endowment 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/)

Grants made from a Designated Family Endowment will be based on balances once each year. The percentage distribution will be made in accordance with the disbursement policy of the Foundation.

## CHANGING BENEFICIARIES

The donor(s) can change designated beneficiaries once per calendar year. The beneficiaries and percentages on file at the time of the grant calculation will be used for that year's grants. After the donor(s) is/are deceased, the beneficiaries and percentages cannot be changed.

If the programs and/or activities of a beneficiary are no longer in compliance with Catholic Social Teaching or the organization is no longer a charitable organization at the time of the grant distribution, the Foundation reserves the right to reallocate the funds intended for that organization among the other beneficiaries of the fund. If there was only one organization listed, or if the donor selected the option in the agreement form, the Foundation will find a new organization to which grants will be directed which the Foundation deems similarly oriented and suited to the original intent of the donor.

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

### NOTIFYING BENEFICIARIES

Organizations named in a Designated Family Endowment will be automatically notified that they are included as a beneficiary of this endowment at the time that the Family Legacy Plan is established, unless the donor(s) select to delay notification in this agreement form.

### Option C: Field of Interest Family Endowment

Field of Interest Family Endowment grants will be made once each year. The amount of the distribution will be calculated in accordance with the disbursement policy of the Foundation. 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. Further restrictions about the types of organizations and programs eligible for grants will be determined by the donor in this agreement form and approved by the Foundation.

The Grants Committee of the Foundation will determine all grant recipients and individual grant amounts.

### Option E: Pass-Through/One-Time Donations

One-time outright donations to charitable organizations as described on "Option E" are done as a courtesy to those who have intent to leave a gift to any funds of the Foundation as described on Options A, B, C, or D.

If the Foundation is not part of your legacy plan, we can help you identify the correct name, address, and tax-ID of your beneficiary for your estate plan.

The organization(s) named in Option E must have 501(c)(3) status and cannot be a private foundation. The gift shall be distributed as directed to each organization listed in Option E as long as the activities and values of the organization do not conflict with Catholic Social Teachings (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)), and the organization is a charitable organization, described in Codes Section 170(c), 2055(a), and (ii) and Code Section 170(b)(1)(A) at the time of the gift.

If any organization is engaging in activities not aligned with Catholic social teachings or is not a charitable organization at the time of such gift, then such amount shall be distributed amongst the remaining charitable organizations or funds listed in the Family Legacy Plan. If all the indicated organizations remain engaged in activities contrary to Catholic social teachings or are not a charitable organization at the time of distribution, or if the donor so chooses in the agreement, then such amount shall be distributed to one or more similarly oriented organizations described in the above statutory provisions.