

Basic Fund Information

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

Fund Name

The \_\_\_\_\_

Donor(s)

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

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

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

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

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

Fund Advisors and Online Donor Portal Access

Fund Advisors are all equal and concurrent advisors to the fund. Those listed below 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: \_\_\_\_\_

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 of Santa Clara County. 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  $\geq$ \$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: \_\_\_\_\_%
- Money Market: \_\_\_\_\_%

## 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.

### 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: \$ \_\_\_\_\_

### Society of Saint Joseph



The Society of Saint Joseph honors those who have made a legacy gift to a parish, Catholic elementary school, the Diocese of San Jose, any ministries of the Diocese, or an endowment at the Foundation. If one of your "Legacy Gift" grants is for an organization or fund that falls into one of these categories, you will automatically be welcomed into the Society of Saint Joseph. Learn more at [cfoscc.org/SocietyofSaintJoseph](http://cfoscc.org/SocietyofSaintJoseph)

As a member of the Society of Saint Joseph, the Foundation deeply appreciates your gift and wishes to acknowledge your intention in a way that is meaningful to you.

- I agree to have my/our names published on lists of legacy donors as a motivation for others to leave a legacy
- 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)

### 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 (see Page 5).

#### 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.

## 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 Catholic 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 with a letter stating the purpose of the grant. Information such as the fund name, donor advisor name and donor advisor 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

- Please 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):  
\_\_\_\_\_
- Please put "None Provided" as the Donor Advisor'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.

*Continued on page 6.*

#### DEFAULT FUND & DONOR ADVISOR NAME ON GRANT LETTERS

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

*"This grant is from the Smith Family Charitable Fund, at the recommendation of **John and Jill Smith.**"*

- List the full name of the fund, but not my/our name(s)

*"This grant is from the Smith 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.

#### Additional Notes & Special Instructions

## Philanthropic Interests

This questionnaire is to help the Foundation facilitate the interests of the Fund Advisors.

By completing the questionnaire below you allow us to better serve your interests through targeted grant suggestions. Periodically, we send e-mails to our Fund Advisors with programs and organizations they may want to consider funding through their Donor Advised Funds. We also facilitate affinity groups so that our Fund Advisors can become more knowledgeable about local areas of interest.

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

- Building Repair/Maintenance
- Capital Campaigns
- Catholic Education
- Clergy Formation
- Community Outreach
- Emergency Needs/Funds
- Leadership Training
- Liturgy
- Parish Stewardship
- Religious Orders
- Youth & Young Adult Programs
- Other: \_\_\_\_\_

**Signatures**

I hereby irrevocably give the property described in this application and its attachments to the Catholic Community Foundation of Santa Clara County 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 of Santa Clara County signature:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

**Appendices**

- Investment Pool Options
- Terms and Conditions
- 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 of Santa Clara County (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 [cfoscc.org/who-we-are/financials](https://cfoscc.org/who-we-are/financials). Fund Advisor(s) may choose among the three funds available for investment (see investment fund 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.

### 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.