

ESTABLISHING A DONOR ADVISED FUND

Please complete the following information to establish your fund at OCCF.

FUND NAME

A fund may carry any name including a family name (e.g. Jackson Family Fund) or another name that has meaning to you (e.g. Giving Heart Fund).

I/We would like to name our fund the _____ Fund.

FUND FOUNDERS

Individuals establishing a fund typically name themselves as founders. Founders establish the parameters of the fund. They provide the name for the fund, the advisors for the fund, fund successors, and may make changes to these parameters.

This fund will include the following founders:

	Founder 1	Founder 2
Full Name		
Address		
Primary Phone		
Email		
Business Name		
Business Address		
Business Phone		
Select a Primary Contact for the Fund		

FUND ADVISORS

Fund advisors are solely responsible for making grant distribution recommendations and decisions. Fund founder(s) may be assigned an advisor role

Will founder 1 be advisor on the fund?	Yes	No	
Will founder 2 be advisor on the fund?	Yes	No	N/A

If you wish to add additional advisors to the fund, please provide the following information:

	Advisor 1	Advisor 2
Full Name		
Address		
Primary Phone		
Email		

If there is more than one advisor for your fund, there are two options for how grants can be recommended.

Please choose your preference below:

Single Advisor: Any approved fund advisor can submit grant recommendations acting on behalf of both/all advisors. This option is most common in order to streamline the grant approval process.

All Advisors: All fund advisors must formally confirm their agreement on each grant recommendation before OCCF is able to approve the grant.

FUND SUCCESSORS

In the case all fund advisors resign or pass away, a successor advisor(s) can make recommendations on grants from the fund. If no successor(s) are named, OCCF will administer the fund according to the current or established fund provisions created by fund founders.

Do you wish to name successor advisor(s) to the fund? **Yes** **No**

If yes, please provide the following information:

	Successor 1	Successor 2
Full Name		
Address		
Primary Phone		
Email		

If there is more than one successor advisor for your fund, there are two options for how grants can be recommended.

Please choose your preference below:

Single Successor: Any approved successor advisor can submit grant recommendations acting on behalf of both/all advisors. This option is most common in order to streamline the grant approval process.

All Successors: All successor advisors must formally confirm their agreement on each grant recommendation before OCCF is able to approve the grant.

FUND TYPE

Please select the type of Donor Advised Fund you wish to establish.

Please select only one.

Endowed: A permanent fund with the principal remaining intact and earnings accruing to the fund on a pro rata basis. The annual amount available for granting is based on a 16 quarter rolling average as approved annually by the Board of Governors (currently a 4.50% annual distribution).

Non-Endowed: A flexible fund in which all income and principal is available for granting.

FUND INVESTMENT

Fund founders may select how they want fund assets to be invested. Please document your selections in the chart. Selections must total 100% among any of the following options.

Investment Option	Endowed	Non-Endowed
Short-Term Cash Pool	Not Applicable	
Long-Term Investment Pool		
Environmental Social Governance (ESG) Investment Pool*		
Total	100%	100%

Short-Term Cash Pool

Designated for funds with short-term purpose or goals. The fund includes investments in money market, commercial paper, corporate securities, U.S. Treasuries, etc. Annual investment fees are approximately 8 basis points.

Long-Term Investment Pool

Invested to provide safety through diversification in a portfolio of common stocks, bonds, mutual funds, alternative investments, and cash equivalents. Annual investment fees range from 85-95 basis points.

Environmental Social Governance (ESG) Investment Pool*

Invested with similar risk/return objectives as the Long-Term Investment Pool in a portfolio of common stocks, bonds, mutual funds, private equity funds, and cash equivalents. The pool incorporates Environmental, Social, and Governance criteria in decision making. Annual investment fees are approximately 76 basis points.

*\$50,000 minimum contribution to participate in the ESG pool.

FUND CONTRIBUTION

How will you be making your initial fund contribution?

Check

Real Estate

Electronic Bank Transfer

Other: _____

Stock

What is the value of the initial contribution? _____

ACKNOWLEDGEMENT AND SIGNATURE

We are committed to protecting your privacy and treat this information as confidential, and unless required by law, will never disclose your information to third parties without your permission.

Once this form is received, we will draft the fund agreement and return it for your signatures.

Founder 1 Signature _____ **Date** _____

Founder 2 Signature _____ **Date** _____

QUESTIONS?

Please contact Linda Tinoco at 949.553.4202 ext. 255 or ltinoco@oc-cf.org

SUPPORT FEES AND MINIMUMS

The Community Foundation assesses annual support fees to cover the cost of administration and to continue our important charitable mission in our community. These fees provide the necessary resources to operate efficiently and effectively, ensuring fiscal responsibility in grant due diligence, donor education, research and other activities. Fees are assessed quarterly based on the highest fund balance.

Donor Advised Funds (\$25,000 minimum)

Support Fees

Non-Endowed Funds

2.00% on the first \$1 M
1.00% on amounts from \$1- 5 M
1.00% flat on funds over \$5 M
0.75% flat on funds over \$7.5 M
0.50% flat on funds over \$10 M

Endowed Funds, Including Designated Agency Funds

1.00% on the first \$1 M
0.75% on amounts from \$1- 5 M
0.75% flat on funds over \$5 M
0.50% flat on funds over \$7.5 M

Endowed Funds

Support Fees

Field of Interest Endowed Funds (\$250,000 minimum)

1.50% on the first \$1 M
1.00% on amounts from \$1- 5 M
1.00% flat on funds over \$5 M

Agency Endowed Funds (\$25,000 minimum)

0.75% flat on funds over \$7.5 M
0.75% on the first \$5 M
0.50% flat on funds over \$5 M

Scholarship Funds (\$25,000 minimum)

Support Fees

Aligned: Scholarship awards are aligned with OCCF's existing scholarship programs

Non-Endowed Funds

3.00% on the first \$1 M
2.00% on amounts from \$1- 5 M
1.00% on amounts over \$5 M

Endowed Funds

2.00% on the first \$1 M
1.50% on amounts from \$1 - 5 M
1.00% on amounts over \$5 M

Custom: Scholarship awards reflect customized criteria created by donor in partnership with OCCF. Fees vary depending on criteria and administration. Contact Cathleen Otero at cotero@oc-cf.org for information