



**Knights of  
Columbus**  
Charitable Fund®

# **Investment Advisor Representative Charitable Program**

*Guidelines, Procedures and  
Investment Policy*





# Table of Contents

- Introduction ..... 2
- Getting Started ..... 3
- Recordkeeping and Reporting ..... 4
- Fees and Expenses ..... 4
- Terminating or Changing ..... 5
- Account Opening Procedures ..... 5
- Donor Portal Procedures ..... 13
- Fund Statements ..... 15
- Account Update ..... 15
- Forms:
  - Risk Tolerance Form ..... 21
  - IAR Nomination Form ..... 24
  - Restricted Fund Application ..... 26
  - DAF Update Form ..... 30
- Appendix A: Agency Agreement for Conveying  
Donor’s Grant Recommendations ..... 33
- Appendix B: Investment Polices and Guidelines ..... 35

## Introduction

Knights of Columbus Charitable Fund (KCCF) has established the Investment Advisor Representative Charitable Program (IARCP). IARCP will allow qualified Knights of Columbus Investment Advisor Representatives the opportunity to provide Investment Advisory and management services with respect to certain KCCF assets that have been allocated to donor accounts that the Board of Directors has designated as part of the IARCP.

This document describes the important guidelines, policies, and procedures associated with the IARCP; as well as the investment policy guidelines, which must be adhered to by the Investment Advisor Representative (IAR).

As with all charitable contributions to KCCF, IARCP assets are held by and remain the property of KCCF. The Board of Directors of KCCF has exclusive legal control over these assets. As a result, the Board of Directors has complete and sole discretion over investment decisions for KCCF, including the right to create and update investment policies in accordance with KCCF's religious purposes, as well as the right to approve all transactions affecting KCCF investments, including assets held through the IARCP. Should a conflict arise involving investment allocation recommendations of the Primary and Joint Advisors and an IAR, KCCF will exercise its ultimate discretion to determine the appropriate investment allocation for assets held in the Fund.

The IARCP will be administered in accordance with such general policies and procedures as may be adopted from time to time by the Board of Directors and set forth in the *KCCF Donor Guide*.

Please review the *KCCF Donor Guide*, which describes the account types offered by KCCF, as well as important policies and procedures associated with establishing and maintaining an account at KCCF.



# Getting Started

## Program Eligibility

A Donor Advisor may nominate an IAR to provide investment advice and direction for the investment of assets within a specific charitable account. To qualify for the IARCP, the account must have a minimum opening balance of \$50,000 and maintain this minimum balance to remain eligible. Account balances will be periodically reviewed to ensure continued eligibility for IARCP qualifications.

### To nominate an IAR:

- For a new account, the Primary Donor Advisor may complete and sign the IARCP Application under which the Donor Advisor agrees to be bound by the IAR Charitable Program Policies and Guidelines (these “Guidelines”). Procedures to complete the IARCP Application can be found on page 21.
- Existing Donor Advisors must complete the IARCP Nomination Form under which the Donor Advisor agrees to be bound by these Guidelines. Procedures to complete the IARCP Application can be found on page 21.
- Pursuant to the signed KCCF Investment Advisory Agreement, the Investment Adviser (i.e., Knights of Columbus Asset Advisors) agrees to manage charitable account assets in accordance with these Guidelines, under which the Investment Advisor agrees, among other things, to provide investment advisory and management services for specified charitable account assets and to appoint an IAR in return for a mutually agreeable and reasonable annual Investment Advisory Fee based on the provided fee structure.

## IAR Qualification and Requirements

Nominated IARs must be qualified for participation in the IARCP under standards established by the Board of Directors for the investment of KCCF assets and be authorized by applicable law to function in that capacity.

The IAR must agree to follow standards and policies as defined in these Guidelines, which may be amended from time to time.

IARs must submit a KCCF Risk Tolerance Form for the account to qualify for the IARCP.

IARs must provide his clients with an annual review of their client’s account.

## IAR Account Assistance

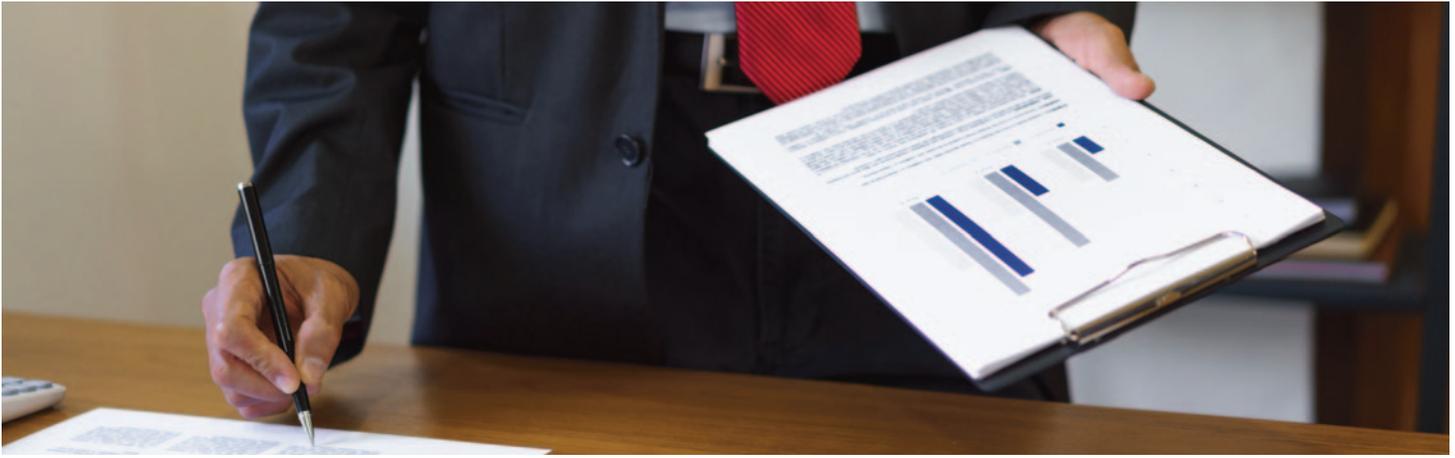
For convenience and to improve efficiency of communications, you may grant your IAR the ability to communicate your Grant Recommendations to KCCF.

Both the IAR and Donor Advisor must agree to this feature during the creation of the account.

The IAR is NOT paid a fee for this service, therefore an IAR can help family members with this aspect of the account.

An IAR has no independent authority to recommend grants and is responsible for maintaining a written record of each grant recommendation from their client and transmitting these records to KCCF weekly. This can be done through email to KCCF at [charitablefund@kofc.org](mailto:charitablefund@kofc.org). The subject line of the email must include the account id of the granting account.

Please see the full Agency Agreement for Conveying Account Holder’s Grant Recommendations in the appendix of this guide.



**The IAR for a charitable account may not:**

- Include investment in any entity of which any such Donor Advisor and/or his or her family members collectively own more than 35% of the total outstanding interest (i.e., a related entity).
- While an IAR may act as an investment advisor on a family member’s account, according to Internal Revenue Code (IRC) sections 4966 and 4958, Investment Advisor Representatives are not permitted to charge an advisory fee for any account where a family member is the Primary or Joint Advisor.\*

*\*A family member is a spouse, sister, brother (including half-sister and half-brother), parent, child, grandchild, great-grandchild or a spouse of a sister, brother, child, grandchild or great-grandchild.*

## Recordkeeping and Reporting

**Confirms**

KCCF will provide the Primary and Joint Donor Advisor with confirmations of all charitable account transactions. Transaction confirmations are generally provided within five (5) business days of processing.

**Reports**

KCCF will provide Primary and Joint Donor Advisors with a monthly report showing balances and activity. IARs have access to these statements through the KCCF Advisor Portal.

## Fees and Expenses

All fees are calculated daily and charged to the charitable accounts on a monthly basis.

<b>Account Balance</b>	<b>Annual Administrative Fee</b>
First \$250,000	0.75% or \$120 <i>(whichever is greater)</i>
Next \$250,000	0.65%
Next \$500,000	0.50%
Next \$1,000,000	0.45%
Next \$3,000,000	0.40%

*Individuals looking to open charitable accounts with an initial value greater than \$5,000,000 should speak with their IAR or contact 1-833-877-0728 for the fee schedule.*

## Charitable Investment Advisory Fee

Any direct investment expenses not included in the Charitable Investment Advisory Fee, such as mutual fund operating expenses that are incurred by KCCF, will be allocated to the individual charitable account participating in the IARCP.

Account Balance	IAR Fee
Less than \$1 million	0.50%
\$1 million to less than \$2.5 million	0.45%
\$2.5 million to less than \$5 million	0.30%
\$5 million to less than \$15 million	0.35%
\$15 million or more	0.30%

## Terminating or Changing an IAR

A Primary Donor Advisor may terminate the relationship with an IAR by written confirmation to KCCF.

KCCF may terminate an IAR at any time, for any reason, and without cause. In general, prior to termination of an IAR, the IAR's Supervisor will notify the Primary Donor Advisor and discuss options for investment management of the assets held in the IARCP charitable account.

## Account Opening Procedures

### Charitable Fund

The Charitable Fund is KCCF's donor-advised fund offering. This is a philanthropic vehicle administered by a public charity ("sponsoring organization") which allows donors to make an irrevocable charitable contribution, potentially receive an immediate tax deduction, and then recommend grants from the fund over time.

Benefits of a Charitable Fund include:

- A single, intuitive platform to simplify all charitable giving
- The ability to accept both cash gifts and gifts of appreciated assets, including securities, real estate or business interest
- Potential for investment growth to increase charitable giving
- The option to work with an IAR to provide additional information and service

**If you will be receiving an advisory fee, you must complete the Risk Tolerance form with your client prior to opening the account. Once complete, please email the Risk Tolerance form to [charitablefund@kofc.org](mailto:charitablefund@kofc.org).**

As an IAR, you are able to open a Charitable Fund on behalf of your client by utilizing the online IAR Account Opening application. Please note: the Charitable Fund is the only KCCF account type that IARs are able to open online directly on behalf of their clients.

To open a new Charitable Fund for a client:

1. Complete single sign-on through Agent Portal and select the KCCF icon.

2. You should be redirected to KCCF and see one of the following:
  - a. *If you have no active KCCF clients:* You will see a welcome message from KCCF president Dennis Gerber. Scroll to the end of the message and select “Create New Account.”
  - b. *If you have active KCCF clients:* You will see the donor dashboard for one of your KCCF clients. Select “IAR Account Opening,” found in the top right corner of the screen.
  - c. *If you do not see either of these options, please call (833) 877-0728.*
3. Complete all 12 sections of the application:
  - a. In Section 1, enter the account name determined by the client. The account name will be listed on the cover letter that accompanies any grant check unless the client opts to send his/her grant fully anonymously.
    - i. Please do not include the word “the,” as it will lead to duplication on grant letters.
    - ii. Accounts should not be named after the Knights of Columbus, Knights of Columbus Charities, or any other organization.
  - b. In Section 2, answer whether either the Primary or Joint Advisor (parties with full access to the account) is a member of the Knights of Columbus.
    - i. If yes, please enter their council number or write “980” and the Jurisdiction code if an online member.
  - c. In Section 3, list all required information (bolded) for your client as the Primary Advisor.
    - i. Your client **must** list a mobile phone for verification of their account. If they cannot list a mobile phone, please call (833) 877-0728 for assistance.
  - d. In Section 4, your client may **optionally** add a Joint Advisor, who has the same account access as the Primary Advisor. To do so, select the box “Add Joint Advisor” and list all required information (bolded) for the chosen Joint Advisor.
    - i. The email for the Joint Advisor **cannot** be the same as the Primary Advisor’s email.
    - ii. You **must** list a mobile phone for verification of the Joint Advisor’s account. If you cannot list a mobile phone, please call (883) 877-0728 for assistance.
  - e. In Section 5, your client may **optionally** add Secondary Advisors, who have the ability to recommend grants with the approval of the Primary Advisor.
    - i. To add Secondary Advisors, select the box “Add Additional Parties” then select “Add” under Actions.
    - ii. You **must** list a mobile phone for verification of the Secondary Advisor’s account, and the email for the Secondary Advisor **cannot** be the same as the email for any other party.
    - iii. After listing all required information (bolded) for the chosen Secondary Advisor, click “Save.”
    - iv. Repeat for additional Secondary Advisors as needed.
  - f. In Section 6, your client may enter a Succession Plan, determining how the balance of his/her account will be distributed in the case of death of both Primary and Joint Advisors. Successors can be added or updated at future dates by utilizing the DAF Update Form.
    - i. A Succession Plan is **not** required to complete the application. The client may enter a succession plan at a later point, or amend the plan. For more information, view Account Update on page 15.
    - ii. If adding successors, select the box “Add Successor,” then select “Add” under Actions.
    - iii. Select whether the successor is an Individual (who will receive a new Charitable Fund funded from the decedent's account balance) or an Organization (who will receive a one-time distribution).
    - iv. Enter all required information (bolded) for the chosen Secondary Advisor.
      1. If listing an Individual as a successor, you **must** list a mobile phone. The email listed **cannot** be the same email as the Primary or Joint Advisor.
    - v. Choose whether the successor will receive a distribution equal to a specific dollar amount or a percent of the Charitable Fund’s balance.
    - vi. Click “Save.”
    - vii. Repeat for additional Successors as needed.
      1. Note: Succession plans that utilize percentages multiple successors cannot equal

more than 100%. If a succession plan equals less than 100%, the balance of the fund will be assumed into the general fund of Knights of Columbus Charitable Fund.

- viii. Secondary Advisors are **not** automatically Successors. If your client wants to name a Secondary Advisor as a Successor, they **must** enter a Succession Plan either at account creation or through an Account Update.
  - g. In Section 7, your information as the IAR should be auto-populated. If there is an error in the information listed, please call (833) 877-0728.
  - h. In Section 8, your client will need to select whether he/she would like to nominate you to serve as an IAR to actively manage the assets within the account.
    - i. Note: An IAR may open an account on behalf of a client and **not** continue to be an interested party on the account. If you or your client would prefer not to have an IAR manage the charitable assets, select “I would like to opt out of the Investment Advisor Representative Charitable Program.”
  - i. In Section 9, your client will need to select if they would like the IAR to have the additional ability to communicate Grant Recommendations.
    - i. For more information on the IAR Grant Management Service, see page 16.
  - j. In Section 10, you will determine the initial investment allocation set for your client’s Charitable Fund. To do so, begin by clicking “Edit Allocation”
    - i. Option 1 provides five model portfolios, ranging from Conservative to Aggressive. If utilizing the model portfolios, select the box next to your client’s preferred risk tolerance and then click “Save.”
    - ii. Option 2 allows the ability to create a custom asset allocation. In selecting this option, you will need to enter the **percentage** to be invested in each of the asset classes by typing a whole number in the text field immediately to the right of the desired asset classes. The total percentage **must** add up to 100%. Once you have made your asset class selections, click “Save.”
    - iii. You **cannot** select both a model portfolio and also enter in percentages for a custom portfolio.
  - k. In Section 11, you will find information to share with your client about how he/she can contribute into the Charitable Fund after account creation.
  - l. In Section 12, your client will acknowledge the terms and conditions of utilizing a Charitable Fund. He/she must select “I Agree” before the application can be submitted.
4. After all 12 sections of the application are completed, click “Submit.”
  5. As the IAR opening the account, you will be prompted to DocuSign after completing the IAR Account Opening application.
  6. Your client will receive an automated email to verify their credentials and should follow the instructions included in that automated email. After logging in, he/she will be prompted to DocuSign. The DocuSign must be completed to finalize the account opening.

For any issues accessing the Charitable Fund IAR application, please call (833) 877-0728.

## Restricted Fund

The Restricted Fund is a giving account that is created to support a single 501(c)3 public charity, such as a parish, diocese or other eligible non-profit. Funds within a Restricted Fund can only be granted to the organization indicated at the creation of the Restricted Fund.\* KCCF requires a minimum account contribution of \$10,000 to open a Restricted Fund account.

Benefits of a Restricted Fund include:

- Eligibility to receive Qualified Charitable Distribution (QCD) gifts from an IRA
- Ability to convert the Restricted Fund into an Endowment Fund at death
- Potential for investment growth to increase charitable giving

Due to the nature of the Restricted Fund and to ensure that KCCF can complete requisite due diligence on recipient organization, all Restricted Fund applications must be completed either by fillable PDF or by paper. A sample of the Restricted Fund application is found on page 23.

To assist your client in opening a Restricted Fund:

1. Have an initial conversation with KCCF to determine if the Restricted Fund will be able to meet the client's charitable goals effectively. You can call KCCF at (833) 877-0728.
2. Download the Restricted Fund application, available on Resources section of the KCCF Donor Portal or on Supplies Online.
  - a. Log into Marketing Bench using your credentials. Scroll down and select the KCCF panel.
  - b. [Access all of your insurance product materials here.](#)



- c. Locate Item #11166 – Restricted Fund App, and click it.
  - d. Click “Download PDF.”
  - e. Either print the application to be completed by hand, or (preferably), type in answers using the fillable form.
3. Complete all 8 sections of the Restricted Fund Application with your client:
  - a. In section 1, the client will list the name for their Restricted Fund. The Fund name should include **both** an identifier for the donor (i.e., “Smith Family) **and** an identifier of the organization that will be supported by the Restricted Fund (i.e. “St. Mary’s Church).
  - b. In section 2, you must list the contact information for the charity that will be supported by the Restricted Fund.
    - i. You **must** include the charity's name, address, phone and email as well as the tax-ID number. If your client is not aware of the tax-ID number, please contact the organization to confirm it before submitting the application.
  - c. In Section 3, you will list your client’s information as the Primary Advisor.
    - i. You must complete every field (name, address, email and phone number) **even if** the client has another existing account with KCCF.
  - d. In Section 4, your client may **optionally** add a Joint Advisor, who has the same account access as the Primary Advisor. To do so, mark the circle next to “Yes” and list all required information (bolded) for the chosen Joint Advisor.
    - i. You must complete every field (name, address, email and phone number) **even if** the Joint Advisor has another existing account with KCCF.
    - ii. The email for the Joint Advisor **cannot** be the same as the Primary Advisor’s email.
    - iii. You **must** list a mobile phone for verification of the Joint Advisor’s account. If you cannot list a mobile phone, please call (833) 877-0728 for assistance.
  - e. In Section 5, your client may **optionally** add Secondary Advisors, who have the ability to recommend grants with the approval of the Primary Advisor. To do so, mark the circle next to “Yes” and list all required information (bolded) for the chosen Joint Advisor.
    - i. You must complete every field (name, address, email and phone number) **even if** the client has another existing account with KCCF.

- ii. If additional Secondary Advisors are required, please include their information (name, date of birth, address, email, and phone number) in an additional page titled “Additional Secondary Advisors.”
  - f. In Section 6, your client **must** select a Succession Plan, determining how the balance of his/her account will be distributed in the case of death of both Primary and Joint Advisors.
    - i. Select “Distribute remaining assets” to have the balance of the Restricted Fund distributed to the named charity following the death of Primary/Joint Advisors.
    - ii. Select “Create Endowment Fund,” if the donor’s intention is to transfer the remaining assets to an Endowment Fund that will continue to make grants to the named charity.
      - 1. An Endowment Fund **must** be established by the client and KCCF **before** date of death. For more information on how to establish an Endowment Fund with your client, see page 12.
      - 2. If an Endowment Fund agreement has not been created, or if the account balance is below \$100,000 **and** the estate is unable to make up the difference, then the balance of the account will be distributed to the named charity.
    - iii. Note: You cannot name an individual as a Successors for a Restricted Fund.
  - g. In Section 7, your client will determine the initial investment allocation set for your client’s Charitable Fund.
    - i. To select a model portfolio, fill in the circle next to Option 1. Then, fill in the circle next to chosen risk-based portfolio. There are five options, ranging from Conservative to Aggressive.
    - ii. To create a custom portfolio, fill in the circle next to Option 2. Then, write in the **percentage** to be invested in each asset class by typing a whole number in the text field immediately to the right of the desired asset classes. The total percentage **must** add up to 100%.
    - iii. You **cannot** select both a model portfolio and also enter in percentages for a custom portfolio.
  - h. In Section 8, your client will acknowledge the terms and conditions of utilizing a Restricted Fund by signing the Restricted Fund application.
    - i. The Primary Advisor **must** sign the application form. If naming a Joint Advisor, the Joint Advisor also **must** sign the application form.
    - ii. The IAR should **not** sign the Restricted Fund application.
    - iii. Digital signatures on the fillable PDF are allowed.
4. After the application is completed, send the completed form(s) by email to: [charitablefund@kofc.org](mailto:charitablefund@kofc.org)
- a. If you would like to be added as an IAR on the Restricted Fund, you **must** also complete the IAR Nomination Form. Details on completing the IAR Nomination Form are found below.
  - b. A unique application **must** be completed for every Restricted Fund that a client intends to open.
5. KCCF Client Services staff will open the Restricted Fund and communicate when the Restricted Fund is ready for use.
- a. If an IAR Nomination Form was submitted along with the Restricted Fund, KCCF Client Service staff will communicate news about the account to the IAR to relay to the client
  - b. If an IAR Nomination Form was **not** submitted along with the Restricted Fund, KCCF Client Services staff will communicate directly with the client **even if** an IAR submitted the application.

***To be added as an IAR on a Restricted Fund:***

The Restricted Fund application does **not** contain an IAR nomination section. To be added as an IAR on a Restricted Fund, you **must**:

- 1. Assist your client with completing their Restricted Fund application(s)
- 2. Complete the IAR Nomination Form (sample found on page 24).
  - a. Section 1 may include only the proposed name (as written on Section 1 of the Restricted Fund

Application) **if** the Nomination Form is submitted along with the application. Otherwise, you must receive both the Restricted Fund name and Account ID from your client, which can be found in their Donor Dashboard.

- b. Section 2 **must** be checked to confirm the nomination.
  - c. Section 3 provides your information as the IAR to be assigned to the account.
  - d. Section 4 allows the client to elect the IAR to offer the option Grant Management Service (see page 16).
  - e. Section 5 **must** be signed by the IAR and either Primary or Joint Advisor. Digital signatures are allowed.
3. Send the completed form by email to: [charitablefund@kofc.org](mailto:charitablefund@kofc.org)
  4. KCCF Client Service staff will confirm when you have been successfully added to the account.

For questions about Restricted Funds or for assistance in opening one, please call (883) 877-0728.

## Council Account

The Council Account is a donor-advised fund for Knights of Columbus councils and other subordinate organizations. This account allows councils to manage its charitable assets like a 501(c)(3) public charity without added administration. It also provides new fundraising opportunities—including online giving and gifts from assets like appreciated securities—that could increase the council’s charitable impact.

Benefits of a Council Account include:

- Ability to receive tax-deductible donations to further the council's charitable work
- A unique Giving Link to facilitate online donations
- Grant recommendation structure that is compliance with the Laws of the Order
- A competitive, flat-rate fee of 20 basis points

IARs are **not** able to complete a Council Account application on behalf of a council, but they are able to guide council officers through the process of completing the online Council Account application.

To assist a KofC council in opening a KCCF Council Account:

1. Visit [knightscharitable.org](http://knightscharitable.org) and click “Create Account.”
2. Select “Open a Council Account.”
3. Complete all seven sections of the online application form:
  - a. In Section 1, enter the Council Name in the text box next to “Council Name.” Enter the Council Number in the text box next to “Council Number”
    - i. For Fourth-Degree Assemblies or other KofC entities, be sure to include the type of entity in the Council Name text box (e.g., Assembly, State Council, District, etc.)
  - b. In Section 2, list all required information (bolded) for either the **Grand Knight** or the **Treasurer**.
    - i. The GK or Treasurer **must** list a mobile phone for verification of their account. If they cannot list a mobile phone, please call (883) 877-0728 for assistance.
    - ii. Do not enter any other officer as Primary User. Officers are verified following account creation, and listing other officers as Primary User may lead to delays or account closure.
  - c. **If you entered a Grand Knight as the Primary User, skip Section 3.**
    - i. If you entered a Treasurer as Primary User, then click the box next to “Add Grand Knight” and list all required information (bolded).
    - ii. You should use the Grand Knight’s personal email, not an email address associated with the council. Using an email address associated with the council will complicate **not** simplify updating officers at the start of a new Fraternal Year. The email for the Grand Knight **cannot** be the same as the Primary Advisor’s email.

- iii. You **must** list a mobile phone for verification of the Treasurer’s account. If you cannot list a mobile phone, please call (883) 877-0728 for assistance.
  - iv. Do not enter any other officer other than the Grand Knight in this section. Officers are verified following account creation, and listing other officers as Grand Knight may lead to delays or account closure.
  - v. Do not reenter the Grand Knight’s information if the Grand Knight was already listed as Primary Advisor.
- d. **If you entered a Treasurer as the Primary User, skip Section 4.**
- i. If you entered a Grand Knight as Primary User, then click the box next to “Add Treasurer” and list all required information (bolded).
  - ii. You should use the Treasurer’s personal email, not an email address associated with the council. Using an email address associated with the council will complicate **not** simplify updating officers at the start of a new Fraternal Year. The email for the Treasurer **cannot** be the same as the Primary Advisor’s email.
  - iii. You **must** list a mobile phone for verification of the Treasurer’s account. If you cannot list a mobile phone, please call (883) 877-0728 for assistance.
  - iv. Do not enter any other officer other than the Treasurer in this section. Officers are verified following account creation, and listing other officers as Treasurer may lead to delays or account closure.
  - v. Do not reenter the Treasurer’s information if the Treasurer was already listed as Primary Advisor.
- e. In Section 5, you **must** add two council members to serve as account trustees. Account trustees do **not** need to be council trustees but **must** be members of the council.
- i. To begin, click “Add” under Actions and list all required information (bolded) for the first trustee.
    - 1. You should use the member’s personal email, not an email address associated with the council. The email for the trustee cannot be the same as any other party’s email.
    - 2. You must list a mobile phone for verification of the trustee’s account. If you cannot list a mobile phone, please call (883) 877-0728 for assistance.
  - ii. Click Save after all information has been entered.
  - iii. Repeat to add the second trustee.
- f. In Section 6, you will enter the initial investment allocation set for the Council Account. To do so, begin by clicking “Edit Allocation”
- i. Option 1 provides five model portfolios, ranging from Conservative to Aggressive. If utilizing the model portfolios, select the box next to your client’s preferred risk tolerance and then click “Save.”
  - ii. Option 2 allows the ability to create a custom asset allocation. In selecting this option, you will need to enter the percentage to be invested in each of the asset classes by typing a whole number in the text field immediately to the right of the desired asset classes. The total percentage must add up to 100%. Once you have made your asset class selections, click “Save.”
  - iii. You **cannot** select both a model portfolio and also enter in percentages for a custom portfolio.
- g. In Section 7, the council officers will acknowledge the terms and conditions of utilizing a Council Account. They must select “I Agree” before the application can be submitted.
4. After all seven sections of the application are completed, click “Submit.”
- a. If you would like to be added as an IAR on the Council Account, you **must** also complete the IAR Nomination Form. Details on completing the IAR Nomination Form are found below.
5. The Council Account is **not** immediately available for use. KCCF Client Service will review the application and finalize the Council Account.

- a. Failure to respond to inquiries or requested information updates may result in additional delays or closure of the account.
6. KCCF Client Service will communicate with all parties on the account when the Council Account and associated tools, including the custom Giving Link, are available for use.

***To be added as an IAR on a Council Account:***

The Council Account application does **not** contain an IAR nomination section. To be added as an IAR on a Council Account, you **must**:

1. Assist the council with opening a Council Account or confirm with council leadership that they have an existing Council Account.
2. Complete the IAR Nomination Form (sample found on page 24).
  - a. Section 1 provides the account name and ID number, which council officers can locate by logging into their Donor Dashboard
  - b. Section 2 **must** be checked to confirm the nomination.
  - c. Section 3 provides your information as the IAR to be assigned to the account.
  - d. Section 4 allows the council to elect the IAR to offer the option Grant Management Service (see page 16). Please note – with Council Accounts, both the Grand Knight and Treasurer **must** approve the grant recommendation, even if they opt into this service.
  - e. Section 5 **must** be signed by the Grand Knight and the IAR. Digital signatures are allowed.
3. Send the completed form by email to: [charitablefund@kofc.org](mailto:charitablefund@kofc.org)
4. KCCF Client Service staff will confirm when you have been successfully added to the account.

For questions about Council Accounts or for assistance in opening one, please call (833) 877-0728.

## **Existing Charitable Fund or Other Account**

To be added as an IAR on an existing Charitable Fund or other account type, you **must**:

1. Complete the IAR Nomination Form (sample found on page 24).
  - a. Section 1 provides the account name and ID number, which the client can locate by logging into their Donor Dashboard
  - b. Section 2 **must** be checked to confirm the nomination.
  - c. Section 3 provides your information as the IAR to be assigned to the account.
  - d. Section 4 allows the client to elect the IAR to offer the option Grant Management Service (see page 16).
  - e. Section 5 **must** be signed by the IAR and either Primary or Joint Advisor. Digital signatures are allowed.
2. Send the completed form by email to: [charitablefund@kofc.org](mailto:charitablefund@kofc.org)
3. KCCF Client Services staff will confirm when you have been successfully added to the account.

## **Endowment Fund**

An Endowment Fund allows a donor to donate cash or property and generate long-term support for their favorite charitable organizations. The donor defines the restriction of the endowment, while KCCF's Board of Directors ensures that the corpus of the donation is preserved, and that income earned on the investment is available for grant each year for the beneficiary.

Benefits of an Endowment Fund include:

- Continuing support for favorite causes—even after death—securing a charitable legacy
- The ability to support multiple organizations in a single Endowment Fund
- Confidence that the Endowment Fund will always honor donor intent

If a client is interested in opening an Endowment Fund or creating an Endowment Fund as the succession plan for another account, **contact KCCF at (833) 877-0728.**

Considerations for Endowment Funds:

- The minimum amount to start an Endowment Fund is \$100,000.
- The Endowment Fund is created through a contractual agreement between KCCF and the client, which the client should review it along with his/her attorney, accountant or other advisors.
- The KCCF Board of Directors must approve an Endowment Fund agreement. If the Board of Directors does not approve the agreement, the Endowment Fund will not be created.
- Distributions will begin 36 months after the initial contribution to the Endowment Fund.
- IARs are **not able** to manage the charitable assets in an Endowment Fund or establish an Endowment Fund on behalf of a client.

## Donor Portal Procedures

To access KCCF AdvisorView, complete single sign-on through Agent Portal and select the KCCF symbol.

You should be redirected to the KCCF Donor Dashboard, and see one of the following:

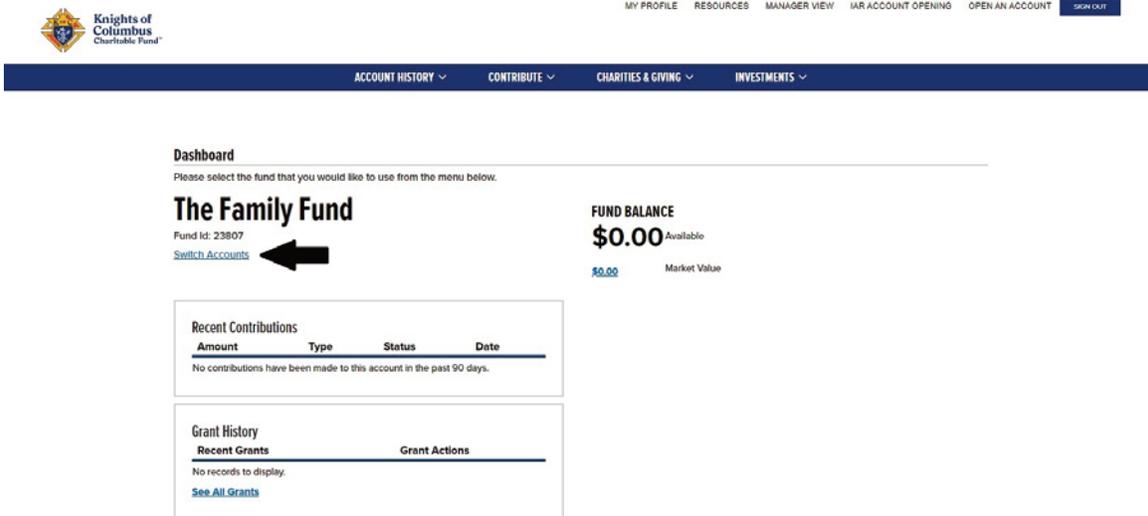
1. *If you have no active KCCF clients:* You will see a welcome message from KCCF president Dennis Gerber. Scroll to the end of the message and select “Create New Account.”
2. *If you have active KCCF clients:* You will see the donor dashboard for one of your KCCF clients. Select “IAR Account Opening,” found in the top right corner of the screen.
3. If you do not see either of these options, please call (833) 877-0728.

## Switching Accounts

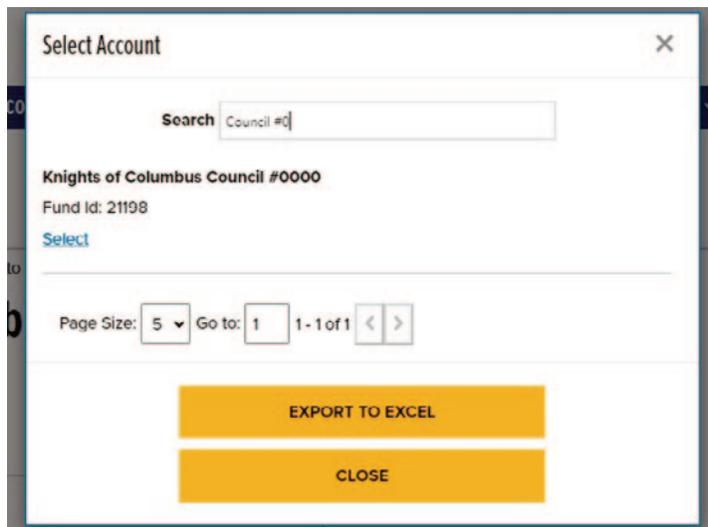
IARs are only able to access one Fund at a time. To switch between accounts, go to the Dashboard screen within the Donor Portal by clicking the KCCF logo in the top left corner of the page.

The screenshot shows the KCCF Donor Dashboard interface. At the top left is the Knights of Columbus Charitable Fund logo with a black arrow pointing to it. The top navigation bar includes links for MY PROFILE, RESOURCES, MANAGER VIEW, IAR ACCOUNT OPENING, OPEN AN ACCOUNT, and SIGN OUT. Below this is a secondary navigation bar with ACCOUNT HISTORY, CONTRIBUTE, CHARITIES & GIVING, and INVESTMENTS. The main content area is titled 'Dashboard' and prompts the user to select a fund. The selected fund is 'The Family Fund' (Fund Id: 23807), with a 'Switch Accounts' link. To the right, the 'FUND BALANCE' is shown as \$0.00 Available, with a \$0.00 Market Value. Below the fund information are two sections: 'Recent Contributions' and 'Grant History', both showing no records.

You will see the name of the Fund you are currently accessing. Beneath the account name, you will see the Fund ID number. To switch between accounts, click “Switch Accounts,” found beneath the Fund ID number.



A panel of all Funds that have named you as IAR will pop-up. Begin to type in the Account Name or Fund ID number in the Search bar to pull up a specific Fund.



When you have located the Fund you want to access, click “Select” found beneath that account’s Fund ID.

## Investment Allocation

Before updating Investment Allocations for a Fund, confirm that you are logged into the correct account.

Go to the Dashboard screen and confirm the Account Name and Fund ID number match the client that you are assisting. If you are logged into the wrong account, follow the steps to Switch Accounts (page 13).

Hover over the “Investments” drop down menu, found on the blue tool bar at the top of the page. You will see two options – Investment Allocations and Knights of Columbus Asset Advisors. Select “Investment Allocations.”

At the top of the Investment Allocations page, you will see disclaimers about the nature of KCCF investments. To update the Fund’s allocation, scroll down until you see a table that reads “Selected Allocation.” The Selection Allocation table lists the Fund’s **current** investment allocation.

To change the investment allocation, enter the desired allocation in the table for **either** Option 1: Risk Based Portfolios **or** Option 2: Choose Your Own Asset Allocation.

1. Option 1 provides five model portfolios, ranging from Conservative to Aggressive. If utilizing the model portfolios, select the box next to your client’s preferred risk tolerance.
2. Option 2 allows the ability to create a custom asset allocation. In selecting this option, you will need to enter the percentage to be invested in each of the asset classes by typing a whole number in the text field immediately to the right of the desired asset class. The total percentage must add up to 100%.
3. You cannot select both a model portfolio and also enter in percentages for a custom portfolio.

Once you have entered the new investment allocation, click the yellow “Update My Allocations” at the bottom of the page.

**Please note:** Investment allocations can only be updated once per month.

## Fund Statements

To locate statements for a Fund, you must first confirm that you are logged into the correct account.

Go to the Dashboard screen and confirm the Account Name and Fund ID number match the client that you are assisting. If you are logged into the wrong account, follow the steps to Switch Accounts (page 13).

Hover over the “Account History” drop down menu, found on the blue tool bar at the top of the page. You will see three options – Fund Activity, Statements, and Account Documents. Select “Statements.”

The Statements page includes a list of all monthly and annual statements available since the creation of the Fund. Statements are named with a **date range**: MO/DY/YEAR - MO/DY/YEAR.

Statements are listed in descending order, with the most recent month’s statement listed first.

To download a Statement, click the date range required (e.g., 3/1/2024 - 3/31/2024).

**Please note:** Annual Statements are named “1/1/20XX-12/31/20XX.” As a result, they will **not** appear at the top of the statements list but will be between the January and February monthly statement. To locate the annual statement, scroll through the available statements to locate the date range for the year required.

## Account Update

To submit updates to the client’s KCCF account—including change of address, adding additional parties to a Fund, updating succession plans or changing the Fund name—you must submit a completed DAF Update Form.

The DAF Update Form can be found in the Resources section of the KCCF Donor Portal. The Resources section can be accessed by clicking “Resources,” found along the very top of the page.



Click “Donor-Advised Fund Update Form,” found at the bottom of the “Forms & Documents” section. A sample is also included in the Appendix (page 27).

To complete the form,

1. Section 1 **must** be completed. This lists the current Fund Name and ID number. If you need to locate the Fund Name and ID number, go to the Dashboard screen by clicking the KCCF logo at the top left corner of the Donor Portal.
2. Section 2 through Section 5 are optional. Only complete the sections that correspond with the account update that the client is requesting:
  - a. To change the Fund name, complete Section 2 by filling in the new Fund Name in the text box.
  - b. To update the name, address or contact information of the Primary Advisor, complete Section 3.
  - c. To make changes to the Fund’s Joint or Secondary Advisor, complete Section 4.
    - i. Begin by selecting if you will be updating an existing party, deleting an existing party, or adding a new party, by filling in the circle next to the relevant action “Update,” “Delete,” or “Add as a” and select either Joint Advisor or Secondary Advisor.
    - ii. If adding a new party, you must complete every field. The telephone number provided **must** be a mobile number.
    - iii. Repeat if needed in Section 4 (Continued) on page 2.
  - d. To make changes to succession plans, complete Section 5.
    - i. Begin by selecting if you will be updating or deleting an existing Successor or adding a new Successor.
    - ii. To make changes to an individual Successor, list all requested contact information under “A. Successor Advisor.” You must complete every field, and the telephone number provided **must** be a mobile number.
    - iii. To make changes to a charitable beneficiary Successor, list all requested information under “B. Charitable Beneficiary.”
    - iv. If adding or updating multiple Successors, donors can provide all the requisite information in an addendum submitted along with the signed DAF Update Form.
3. The Primary Advisor **must** sign Section 6 before submitting the form. If adding or removing a Joint Advisor, the Joint Advisor also **must** sign. Digital signatures are allowed.
4. After the DAF Update Form is completed, send a copy by email to: [charitablefund@kofc.org](mailto:charitablefund@kofc.org). KCCF Client Service staff will enter the changes and communicate to the IAR once they have been completed.

## IAR Grant Management Service

Clients may **optionally** provide an IAR the authority to enter and authorize Grant Recommendations on their behalf.

To add this authority:

- For new client accounts: select “Yes” on Section 9 of the IAR Account Opening Application.
- For clients with existing KCCF accounts: Complete an IAR Nomination Form with “Opt In” selected in section 4.
- For clients who have named you as an IAR but previously did not add this authority: Submit a revised IAR Nomination Form with “Opt In” selected in section 4.

If your client has opted into the Grant Management Service, you may enter grant recommendations by:

1. Receive and verify your client’s desired grant recipient and grant amount. **All grants must be communicated by the client to you as the IAR before entry. You may not enter personal grant recommendations from a client’s account.**

2. If you make a grant recommendation on behalf of your client, you will need to provide written documentation from your client and email to [charitablefund@kofc.org](mailto:charitablefund@kofc.org) by Wednesday for the preceding week's grant recommendations.
3. Log-into the KCCF Donor portal utilizing Agent Portal single-sign on.
4. Confirm that you are accessing the correct client account. See "Switching Accounts" (page 13) for more information.
5. Hover your cursor over "Charities & Giving," found in the blue bar at the top of the Donor Portal. A drop-down menu will appear. Click "Recommend a Grant."
6. There are four ways to find the grant recipient to begin the Grant Recommendation:
  - a. If your client has named the recipient as a favorite charity, it will be listed under "My Favorite Charities." Click on the charity's name (in blue) and proceed to step 6.
  - b. If the charity is not listed as a favorite, select the yellow "Search Pre-Approved Charities" button. Type in the charity's name. If the charity appears in the Search Results, select the blue text that says "New Grant" and proceed to step 6.
  - c. If you cannot find the charity under "Pre-Approved Charities," select the yellow "Search Guidestar" button. Type in the charity's name or EIN (tax-ID number). If the charity appears in the Search Results, select the blue text that says "New Grant" and proceed to step 6.
  - d. If you cannot find the charity under Guidestar, select the yellow "Add Charity" button and enter the charity's contact information. You must include the organization's name and address. Additionally, providing the tax ID number, website or additional contact information can prevent delays in confirming the grantee.
    - i. After entering the charity's information, the charity will appear under the "My Favorite Charities" section. Follow the steps above to enter the grant recommendation.
    - ii. Most organizations will **not** need to be manually entered. This step generally is only needed for some churches or newly formed public charities. **Do not enter manually enter a charity unless you have first failed to locate the organization in both the Pre-Approved Charities list and Guidestar.**
7. Complete all the sections of the Grant Recommendation form:
  - a. "Name of Contact" is the contact person at the recipient organization, if known.
  - b. Enter the Grant Amount, which must be at minimum \$25.
  - c. Select if this is a Single or Recurring donation, based on your client's request.
    - i. One-time grant recommendations default to be sent "As Soon as Possible." If pre-entering a grant for a future date, select the drop down are next to "As Soon as Possible" and click "On a Specific Date." Enter the desired date.
    - ii. If a Recurring donation, you will need to select the Frequency, the number of payments and when the recurring grant will first be sent. Based on those three factors, an end-date will be automatically generated.
  - d. Enter a Grant Purpose. Grant purpose defaults to General Operations, but can be changed to Annual Funding, In Honor Of, In Memory of, or Other. If entering a custom Grant Purpose, i.e. "Other," please keep the recommendation to no more than 2 lines of text. Longer recommendations will be edited or condensed.
    - i. Grant Purposes **cannot** be for individual benefit; i.e., paying for a gala table, event tickets, or a scholarship for a named individual. For questions about Grant Purpose, call 833-877-0728.
  - e. As an IAR entering a grant, you must select either "Partial Anonymity" or "Fully Anonymity."
    - i. Full Anonymity, if requested by your client, will send the grant with no identifying information.
    - ii. Partial Anonymity will send the grant with reference to the client's Fund name. As the party entering the recommendation, your name will also appear on the grant letter but **no** contact information will be shared.
  - f. Select "Submit Recommendation."

**Note:** KCCF communicates any information about grant rejections or delays to the party on the account who entered the recommendations. If you enter a grant recommendation on behalf of a client, you are expected to communicate to your client any notices from KCCF regarding grant rejections.

## IAR Contribution Entry Service

As an IAR on a KCCF account, you have the ability to enter contribution information on behalf of your clients.

Important notes about Contribution Entry:

- Entering Contributions into the KCCF Donor Portal is essential to ensure proper and timely processing of gifts. Notifying KCCF of the gift type and amount. However, entering a Contribution does not complete the gift. After entering a Contribution, the client must:
  - o Mail a physical check to Knights of Columbus Charitable Fund
  - o Initiate securities transfer with their broker
  - o Initiate a wire transfer with their bank.
- When entering a Contribution, ensure that your client is listed as the primary contributor for proper tax receipting.
- Instructions on how to complete the contribution are provided **after** completing the Contribution Agreement.

To enter a Contribution on behalf of your client:

1. Verify your client's desired contribution amount and gift type (e.g., check, wire, securities).
2. Log-into the KCCF Donor portal utilizing Agent Portal single-sign on.
3. Confirm that you are accessing the correct client account. See "Switching Accounts" (page 13) for more information.
4. Hover your cursor over "Contribute," found in the blue bar at the top of the Donor Portal. A drop-down menu will appear. Click "Make a Contribution."
5. There are three ways to enter a contribution via the Donor Portal. Each will appear as a separate yellow button. To enter the contribution, select the appropriate button.
  - a. Credit Card or Online Check – This type of contribution should not be entered by an IAR, as it would require access to the client's credit card or bank account information. If a client would like to enter this type of contribution, you may select this button and then ask them to enter the information themselves.
  - b. Check or Wire – Select this button to enter information about a physical check or wire gift.
  - c. Securities – Select this button to enter information about a transfer of stocks or other securities.
6. *To enter a Check or Wire Gift -*
  - a. In Section 1, confirm that the Fund Name is the correct fund. If not, select "Switch Accounts" found at the top of the screen.
  - b. In Section 2, select the correct Primary Contributor. **Note:** The Primary Contributor field will default to you, so you **must** make sure to update this section to ensure appropriate tax receipting.
    - i. To change the primary contributor, select the drop-down arrow next to the party name and select the correct party.
    - ii. You may also add an additional contributor (generally used for a gift coming from both spouses) by clicking the box next to "Additional Contributor."
    - iii. If you cannot find the correct contributor listed under the drop-down menu, please call (833) 877-0728.
  - c. In Section 3, indicate if the gift will be a physical check or a wire:
    - i. If a physical check, enter the check number and the amount.
    - ii. If a wire, enter the financial institution that will send the wire and the amount. **Write down the wire instructions listed in this section to provide to your client.**

- d. In Section 4, you must acknowledge the terms and conditions of submitting a contribution by selecting the box next to “Accepting terms and conditions.”
- e. After all four sections of the Contribution Agreement are completed, click “Submit.”

7. *To enter a Securities contribution:*

- a. In Section 1, confirm that the Fund Name is the correct fund. If not, select “Switch Accounts” found at the top of the screen.
- b. In Section 2, select the correct Primary Contributor. **Note:** The Primary Contributor field will default to you, so you **must** make sure to update this section to ensure appropriate tax receipting.
  - i. To change the primary contributor, select the drop-down arrow next to the party name and select the correct party.
  - ii. You may also add an additional contributor (generally used for a gift coming from both spouses) by clicking the box next to “Additional Contributor.”
  - iii. If you cannot find the correct contributor listed under the drop-down menu, please call (833) 877-0728.
- c. In Section 3, select the box next to “Stocks/Bonds/Mutual Funds”:
  - i. Enter the name of the financial institution that will transfer the securities. If known, include a representative's name and phone number.
  - ii. Click the blue “Add Security” text. List the name of the Security, the ticker or CUSIP and the number of shares that will be transferred. Then, hit save.
  - iii. Repeat for any additional securities that will be transferred.
- d. In Section 4, you must acknowledge the terms and conditions of submitting a contribution by selecting the box next to “Accepting terms and conditions.”
- e. After all four sections of the Contribution Agreement are completed, click “Submit.”

8. After entering the Contribution, you will be brought to thank you page. In bolded, blue language you will see the text “Download your contribution confirmation.” **Click this text.**

- a. Save the downloaded file for your records and provide it to your client for any additional information (mailing address, transfer instructions, etc.) needed to complete the gift.

\* Entity must be recognized and qualified as a tax-exempt organization and a public charity under Section 501(c)(3) of the Internal Revenue Code, contributions to which are tax deductible under Sections 170(c) and 170(b)(1)(A) of the Code. In the event the entity ceases to be so recognized or to so qualify, KCCF may distribute assets in the Designated Fund to another entity at its discretion. KCCF may also distribute assets to another entity if KCCF determines the restriction of distribution to the identified charity is unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community served, or would prevent KCCF from using the Fund to further or carry out one of its exempt purposes.





---

## RISK TOLERANCE ASSESSMENT WORKSHEET

### Client Information

---

Name

Advisor

---

Fund Name

Date

Type of Account:

Charitable Fund

Single Organization Fund

Fiscal Sponsorship

Restricted Fund

Council Account

### Grant Planning Questions

1. What is your goal with your account?

Grow my balance through investment growth

Simplify the recordkeeping of my charitable activities

Other

2. When do you plan to make your first grant from your account?

Within the next 12 months

1-3 years from now

More than 3 years from now

3. How frequently do you plan to make grants from your account?

Annually

Semi-Annually

Quarterly

Monthly

As needed

4. What percentage of your current DAF balance do you intend to grant out in the next year:

0-25%

26%-50%

51%-75%

More than 75%

**5.** How flexible are you with the timing of your grants?

- Very flexible
- Somewhat flexible
- Not flexible

### **Risk Tolerance Questions**

**6.** How would you describe your knowledge of investments?

- None
- Limited
- Moderate
- Extensive

**7.** How much volatility can you tolerate in your investment portfolio?

- None
- Low
- Moderate
- High

**8.** If your portfolio lost 10% of its value in a month, how would you react?

- Sell all investments
- Sell some investments
- Do nothing
- Buy more investments

**9.** What is your primary concern regarding your investments?

- Preserving capital
- Generating income
- Growing capital
- Minimizing taxes

**10.** How often do you plan to review your investment portfolio?

- Monthly
- Quarterly
- Annually
- Only when necessary

## Investment Allocation

11. How do you intend to allocate your contributions? Only one option may be selected.

**Option 1:** KoCAA Model Portfolios. (The following portfolios were prepared by Knights of Columbus Asset Advisors) To learn more about KoCAA mutual funds and portfolios please visit [kofcassetadvisors.org](http://kofcassetadvisors.org).

Conservative

Moderately Conservative

Moderate

Moderately Aggressive

Aggressive

**Option 2:** Create your own Portfolio – **Percentage of total, combined must equal 100%:**

Limited Duration Bond Fund \_\_\_\_\_ %      Long/Short Equity Fund \_\_\_\_\_ %

Core Bond Fund \_\_\_\_\_ %      Internal Equity Fund \_\_\_\_\_ %

Large Cap Value Fund \_\_\_\_\_ %      Global Real Estate Fund \_\_\_\_\_ %

Large Cap Growth Fund \_\_\_\_\_ %      KofC All Cap Index Fund \_\_\_\_\_ %

Small Cap Equity Fund \_\_\_\_\_ %      Federated Government Obligations Fund \_\_\_\_\_ %

### Return this completed form by mail or scan and email to:

Knights of Columbus Charitable Fund | 1 Columbus Plaza, 19th Fl. | New Haven, CT 06510 | [charitablefund@kofc.org](mailto:charitablefund@kofc.org)

Knights of Columbus Charitable Fund is an independent, nonprofit, public charity with a donor-advised fund program. Various entities affiliated with Knights of Columbus provide certain investment management and administrative services to Knights of Columbus Charitable Fund. Knights of Columbus Asset Advisors, an SEC registered investment advisor, serves as the investment manager of Knights of Columbus Charitable Fund, and the assets are invested in investment funds managed by Knights of Columbus Asset Advisors. Investing involves risk. The value of an invested donation will fluctuate over time and may gain or lose money.



---

## INVESTMENT ADVISOR REPRESENTATIVE NOMINATION FORM

Complete this form to nominate a Knights of Columbus Investment Advisor Representative (IAR) to actively manage the charitable assets in your existing KCCF Account. Additionally, if the Donor has an account at Knights of Columbus Asset Advisors (KOCAA), the IAR, on behalf of the Donor, may initiate contributions to the Fund under this application from such Donor's KOCAA account. Eligible advisors must adhere to the Investment Advisor Representative Charitable Program Guidelines. Additional forms available at [knightscharitable.org](http://knightscharitable.org). If you need assistance, call toll-free at (833) 877-0728 or send an email to [charitablefund@kofc.org](mailto:charitablefund@kofc.org).

### 1. Current Account Information

\_\_\_\_\_

Account Name

\_\_\_\_\_

Account ID

### 2. Investment Advisor Representative Information

\_\_\_\_\_

Agency

\_\_\_\_\_

Agency ID

\_\_\_\_\_

Investment Advisor Representative

\_\_\_\_\_

Agent ID

\_\_\_\_\_

Email

\_\_\_\_\_

Primary Telephone #

By participating in the Investment Advisor Representative Charitable Program, your IAR will also receive the following access:

- The IAR's "AdvisorView" dashboard will be linked to the donor's account
- The information regarding the fund's balance, position, and transactions
- Online Access to all KCCF correspondence regarding the donor's account

3.  I would like to nominate my IAR to actively manage the charitable assets in my KCCF account.
4. I agree to the investment advisory fee as outlined in the Investment Advisor Representative Charitable Program guide.  
 Yes     No
5. I would like to have my IAR communicate my Grant Recommendations to KCCF. Please refer to the *Agency Agreement for Conveying Account Holder's Grant Recommendations* for details.  
 Opt in     Opt Out

## 6. Acknowledgment of Terms

I certify that I have reviewed the Investment Advisor Representative Charitable Program Guide (IARCPG), and agree to all guidelines and policies outlined in the aforementioned IARCPG. I further certify that to the best of my knowledge, all information in connection with this form is accurate, and I will notify KCCF in writing of any changes.

---

Primary Advisor

---

Date

---

Investment Advisor Representative

---

Date

## 7. Return this completed form by mail or scan and email to:

Knights of Columbus Charitable Fund | 1 Columbus Plaza, 19th Fl. | New Haven, CT 06510 | [charitablefund@kofc.org](mailto:charitablefund@kofc.org)

Knights of Columbus Charitable Fund is an independent, nonprofit, public charity with a donor-advised fund program. Various entities affiliated with Knights of Columbus provide certain investment management and administrative services to Knights of Columbus Charitable Fund. Knights of Columbus Asset Advisors, an SEC registered investment advisor, serves as the investment manager of Knights of Columbus Charitable Fund, and the assets are invested in investment funds managed by Knights of Columbus Asset Advisors. Investing involves risk. The value of an invested donation will fluctuate over time and may gain or lose money.

Information provided is educational in nature and is not intended as legal, tax, financial, or other professional advice. Knights of Columbus Charitable Fund does not provide legal, tax, financial, and other professional advice. You should consult professional advisors concerning the legal, tax, or financial consequences of your charitable activities. Tax information provided relates to federal tax matters only, and availability of certain federal tax deductions may depend on whether you itemize deductions.

Knights of Columbus Charitable Fund's mission is to facilitate and promote philanthropy through the establishment and administration of donor-advised funds and other charitable giving vehicles; and to engage in other religious, charitable, educational and other activities consistent with this Corporation's religious purposes. Financial and other information about our charity's purpose, programs and activities can be obtained by contacting Dennis Gerber, President, One Columbus Plaza, 19th Floor, New Haven, CT 06510, 833-877-0728 .



---

## RESTRICTED FUND APPLICATION

A Restricted Fund at Knights of Columbus Charitable Fund (KCCF) is used by individuals to designate IRA rollover gifts to a specific charity. KCCF requires a minimum account contribution of \$10,000 to open a Restricted Fund account. If you need assistance, please call toll-free at (833) 877-0728 or send an email to [charitablefund@kofc.org](mailto:charitablefund@kofc.org).

To open a Restricted Fund, please complete the following application and email or mail it to our team at KCCF.

### 1. Restricted Fund Name

Choose a name for your donor-advised fund. You may name it for yourself or your family (“The Smith Family Giving Designated Fund”), an organization (“The Diocese Designated Fund, The St. Anne’s Church Designated Fund”), or in memory of someone (“The John Smith Memorial Seminarian Fund”). The Fund name and your name will appear on all Fund correspondence, as well as all correspondence that accompanies grants (distributions) from the Fund (unless you request anonymity).

The \_\_\_\_\_ Restricted Fund

### 2. Charity Information

**\*Charitable entity to whom assets are to be distributed:**

\_\_\_\_\_  
Charity Name

\_\_\_\_\_  
EIN

\_\_\_\_\_  
Address: Include P.O. Box, street, suite, or apt #

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Web Address

*\*Entity must be recognized and qualified as a tax-exempt organization and a public charity under Section 501(c)(3) of the Internal Revenue Code, contributions to which are tax deductible under Sections 170(c) and 170(b)(1)(A) of the Code. In the event the entity ceases to be so recognized or to so qualify, KCCF may distribute assets in the Designated Fund to another entity at its discretion. KCCF may also distribute assets to another entity if KCCF determines the restriction of distribution to the identified charity is unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community served, or would prevent KCCF from using the Fund to further or carry out one of its exempt purposes.*

### 3. Primary Advisor

Identify the Primary Advisor for the fund (typically, this is also the Primary Donor to the fund).

_____	_____	_____
Title	First Name, MI, Last Name	Date of Birth
_____	_____	_____
Street Address	City	State    Zip
_____	_____	_____
Email	Primary Telephone #	

### 4. Joint Advisor

You may name an individual (such as a spouse, family member, friend or other) as Joint Advisor to your fund who also has the authority to recommend grants and investment allocations, view fund information, and name successors. They will assume the role of Primary Advisor to the account in the event of the death or incapacitation of the Primary Advisor.

Would you like to name a Joint Advisor to your fund at this time?    Yes        No

_____	_____	_____
Title	First Name, MI, Last Name	Date of Birth
Same address as Primary Advisor		
_____	_____	_____
Street Address	City	State    Zip
_____	_____	_____
Email	Primary Telephone #	

### 5. Secondary Advisor(s)

You may name Secondary Advisors to your fund who can recommend grants. As the Primary Advisor, all Secondary Advisor recommendations are submitted to you for approval prior to being submitted to KCCF for grant approval. Secondary Advisors will not succeed the Primary and Joint Advisors unless they are named as Successors in Section 6A. To indicate additional Secondary Advisors, you may attach a separate sheet.

Would you like to name a Secondary Advisor(s) to your fund at this time?    Yes        No

_____	_____	_____
Title	First Name, MI, Last Name	Date of Birth
Same address as Primary Advisor		
_____	_____	_____
Street Address	City	State    Zip
_____	_____	_____
Email	Primary Telephone #	

## 6. Succession Plan

You can choose to grant out the remaining balance of your restricted fund in succession to the restricted entity listed above or your restricted fund can be granted to a KCCF Endowment Fund. Please note the minimum endowment fund amount is \$100,000. If you select the endowment fund option and at the time of succession your fund's value is less than \$100,000, your estate can either make up the difference to make the minimum. If that is not an option, the full fund will be granted to the organization. Please contact KCCF to create an Endowment Fund.

Distribute remaining assets

Create Endowment Fund

## 7. Investment Allocation

Please recommend how to allocate your contributions by choosing Option 1, a model portfolio created by Knights of Columbus Asset Advisors (KoCAA), or choose Option 2 and create your own portfolio. Only one option may be selected.

To learn more about KoCAA mutual funds and portfolios please visit [kofcassetadvisors.org](http://kofcassetadvisors.org).

**Option 1:** KoCAA Model Portfolios. (The following portfolios were prepared by Knights of Columbus Asset Advisors )

Conservative	Moderately Conservative	Moderate	Moderately Aggressive	Aggressive
--------------	-------------------------	----------	-----------------------	------------

**Option 2:** Create your own Portfolio – **Percentage of total, combined must equal 100%:**

Limited Duration Bond Fund _____ %	Long/Short Equity Fund _____ %
Core Bond Fund _____ %	International Equity Fund _____ %
Large Cap Value Fund _____ %	Global Real Estate Fund _____ %
Large Cap Growth Fund _____ %	Knights of Columbus All Cap Index Fund _____ %
Small Cap Equity Fund _____ %	Federated Government Obligations Fund _____ %

## 8. Acknowledgment of Terms

I/We understand that my/our gifts of property are irrevocable, nonrefundable and unconditional contributions, in accordance with the terms set forth in this New Account Form and the Additional Terms and Conditions, when received and accepted by Knights of Columbus Charitable Fund, and that Knights of Columbus Charitable Fund, retains exclusive legal control over contributed assets. I/We acknowledge that I/we have read the Knights of Columbus Charitable Fund, Additional Terms and Conditions, and Program Guide and I/we agree to be bound thereby. I/We certify that, to the best of my/our knowledge, all information in connection with this application is accurate, and I/we will notify Knights of Columbus Charitable Fund, in writing of any changes. Further, I/we understand that the advisory privileges described herein are solely advisory in nature and that KCCF has the final expressed authority to supervise the operations of your fund and, under the variance power of KCCF's Board of Directors, to review all grant and investment recommendations to ensure they accord with KCCF's religious purposes.

\_\_\_\_\_  
Primary Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joint Advisor Signature

\_\_\_\_\_  
Date

## 9. Return this completed form by mail or email to:

Knights of Columbus Charitable Fund | 1 Columbus Plaza | New Haven, CT 06510 | [charitablefund@kofc.org](mailto:charitablefund@kofc.org)

Knights of Columbus Charitable Fund is an independent, nonprofit, public charity with a donor-advised fund program. Various entities affiliated with Knights of Columbus provide certain investment management and administrative services to Knights of Columbus Charitable Fund. Knights of Columbus Asset Advisors, an SEC registered investment advisor, serves as the investment manager of Knights of Columbus Charitable Fund, and the assets are invested in investment funds managed by Knights of Columbus Asset Advisors. Investing involves risk. The value of an invested donation will fluctuate over time and may gain or lose money.

Information provided is educational in nature and is not intended as legal, tax, financial, or other professional advice. Knights of Columbus Charitable Fund does not provide legal, tax, financial, and other professional advice. You should consult professional advisors concerning the legal, tax, or financial consequences of your charitable activities. Tax information provided relates to federal tax matters only, and availability of certain federal tax deductions may depend on whether you itemize deductions.

Colorado: Colorado residents may obtain copies of registration and financial documents from the office of the Secretary of State, 303-894-2860, [www.sos.state.co.us/](http://www.sos.state.co.us/) registration number pending Florida: A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE 1-800-HELP-FLA OR ONLINE AT [www.FloridaConsumerHelp.com](http://www.FloridaConsumerHelp.com), REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE. REGISTRATION # PENDING Maryland: For the cost of postage and copying, documents and information filed under the Maryland charitable organizations laws can be obtained from the Secretary of State, Charitable Division, State House, Annapolis, MD 21401, 800-825-4510."Mississippi: The official registration and financial information of Knights of Columbus Charitable Fund may be obtained from the Mississippi Secretary of State's office by calling 1-888-236-6167. Registration by the Secretary of State does not imply endorsement by the Secretary of State New Jersey: INFORMATION FILED WITH THE ATTORNEY GENERAL CONCERNING THIS CHARITABLE SOLICITATION AND THE PERCENTAGE OF CONTRIBUTIONS RECEIVED BY THE CHARITY DURING THE LAST REPORTING PERIOD THAT WERE DEDICATED TO THE CHARITABLE PURPOSE MAY BE OBTAINED FROM THE ATTORNEY GENERAL OF THE STATE OF NEW JERSEY BY CALLING 973-504-6215 AND IS AVAILABLE ON THE INTERNET AT <http://www.njconsumeraffairs.gov/charity/chardir.htm>. REGISTRATION WITH THE ATTORNEY GENERAL DOES NOT IMPLY ENDORSEMENT New York: Upon request, a copy of the latest annual report can be obtained from the organization or from the Office of the Attorney General, by writing the Charities Bureau, 120 Broadway, New York, NY 10271. North Carolina: Financial information about this organization and a copy of its license are available from the State Solicitation Licensing Branch at 1-888-830-4989. The license is not an endorsement by the State. Pennsylvania: The official registration and financial information of Knights of Columbus Charitable Fund may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1(800) 732-0999. Registration does not imply endorsement. Virginia: Financial statements are available from the State Division of Consumer Affairs, Department of Agricultural and Consumer Services, P.O. Box 1163, Richmond, VA 23218. Washington: The notice of solicitation required by the State Office of Consumer Affairs is on file with the Washington Secretary of State, and information relating to financial affairs is available from the Secretary of State, and the toll-free number for Washington residents: 800-332-4483 West Virginia: West Virginia residents may obtain a summary of the registration and financial documents from the Secretary of State, State Capitol, Charleston, West Virginia 25305. Registration does not imply endorsement.



---

## FUND UPDATE FORM

Complete this form to update your fund information. You can change the fund name, contact information, advisors or successors for an existing fund. It is not necessary to enter information that has not changed. Additional forms available at [knightscharitable.org](http://knightscharitable.org). If you need assistance, call toll-free at (833) 877-0728 or send an email to [charitablefund@kofc.org](mailto:charitablefund@kofc.org).

### 1. Current Fund Information

\_\_\_\_\_

Fund Name

\_\_\_\_\_

Account ID

### 2. Fund Name Update

\_\_\_\_\_

New Fund Name

### 3. Primary Advisor Update

Any changes to the Primary Advisor's address will become your account's primary address for all correspondence unless otherwise noted.

Mr.  Mrs.  Ms.  Dr.

\_\_\_\_\_

First Name, MI, Last Name

\_\_\_\_\_

Year of Birth

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

\_\_\_\_\_

Email

\_\_\_\_\_

Primary Telephone #

### 4. Joint or Secondary Advisor Update(s)

Update, delete or add an Advisor below. To indicate additional Advisor updates, please attach a separate sheet.

Update  Delete  Add as a:  Joint Advisor  Secondary Advisor

Mr.  Mrs.  Ms.  Dr.

\_\_\_\_\_

First Name, MI, Last Name

\_\_\_\_\_

Year of Birth

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

\_\_\_\_\_

Email

\_\_\_\_\_

Primary Telephone #

#### 4. Joint or Secondary Advisor Update(s) Continued

Update  Delete  Add as a:  Joint Advisor  Secondary Advisor

Mr.  Mrs.  Ms.  Dr.

\_\_\_\_\_  
First Name, MI, Last Name

\_\_\_\_\_  
Year of Birth

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Primary Telephone #

#### 5. Successor Advisor or Charitable Beneficiary Update(s)

Update, delete or add either a Successor Advisor OR a Charitable Beneficiary below. To indicate additional Successor updates, please attach a separate sheet. Before you make any changes, please contact KCCF to verify your current succession plan.

##### A. Successor Advisor

Update  Delete  Add

Mr.  Mrs.  Ms.  Dr.

\_\_\_\_\_  
First Name, MI, Last Name

\_\_\_\_\_  
% of Funds

\_\_\_\_\_  
Year of Birth

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Primary Telephone #

##### B. Charitable Beneficiary

Update  Delete  Add as a:

\_\_\_\_\_  
Charity Name

\_\_\_\_\_  
% Annually

\_\_\_\_\_  
Lump Sum

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Employer ID # (if known)

\_\_\_\_\_  
Primary Telephone #

## 6. Acknowledgment of Terms

I certify that, to the best of my knowledge, all information in connection with this form is accurate, and I will notify KCCF in writing of any changes.

---

Primary Advisor Signature

---

Date

---

Joint Advisor Signature

---

Date

## 7. Return this completed form by mail or scan and email to:

Knights of Columbus Charitable Fund | 1 Columbus Plaza | New Haven, CT 06510 | [charitablefund@kofc.org](mailto:charitablefund@kofc.org)

Knights of Columbus Charitable Fund is an independent, nonprofit, public charity with a donor-advised fund program. Various entities affiliated with Knights of Columbus provide certain investment management and administrative services to Knights of Columbus Charitable Fund. Knights of Columbus Asset Advisors, an SEC registered investment advisor, serves as the investment manager of Knights of Columbus Charitable Fund, and the assets are invested in investment funds managed by Knights of Columbus Asset Advisors. Investing involves risk. The value of an invested donation will fluctuate over time and may gain or lose money.

Information provided is educational in nature and is not intended as legal, tax, financial, or other professional advice. Knights of Columbus Charitable Fund does not provide legal, tax, financial, and other professional advice. You should consult professional advisors concerning the legal, tax, or financial consequences of your charitable activities. Tax information provided relates to federal tax matters only, and availability of certain federal tax deductions may depend on whether you itemize deductions.

Colorado: Colorado residents may obtain copies of registration and financial documents from the office of the Secretary of State, 303-894-2860, [www.sos.state.co.us/](http://www.sos.state.co.us/) registration number pending Florida: A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE 1-800HELP-FLA OR ONLINE AT [www.FloridaConsumerHelp.com](http://www.FloridaConsumerHelp.com), REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE. REGISTRATION # PENDING Maryland: For the cost of postage and copying, documents and information filed under the Maryland charitable organizations laws can be obtained from the Secretary of State, Charitable Division, State House, Annapolis, MD 21401, 800-825-4510."Mississippi: The official registration and financial information of Knights of Columbus Charitable Fund may be obtained from the Mississippi Secretary of State's office by calling 1-888-236-6167. Registration by the Secretary of State does not imply endorsement by the Secretary of State New Jersey: INFORMATION FILED WITH THE ATTORNEY GENERAL CONCERNING THIS CHARITABLE SOLICITATION AND THE PERCENTAGE OF CONTRIBUTIONS RECEIVED BY THE CHARITY DURING THE LAST REPORTING PERIOD THAT WERE DEDICATED TO THE CHARITABLE PURPOSE MAY BE OBTAINED FROM THE ATTORNEY GENERAL OF THE STATE OF NEW JERSEY BY CALLING 973-504-6215 AND IS AVAILABLE ON THE INTERNET AT <http://www.njconsumeraffairs.gov/charity/chardir.htm>. REGISTRATION WITH THE ATTORNEY GENERAL DOES NOT IMPLY ENDORSEMENT New York: Upon request, a copy of the latest annual report can be obtained from the organization or from the Office of the Attorney General, by writing the Charities Bureau, 120 Broadway, New York, NY 10271. North Carolina: Financial information about this organization and a copy of its license are available from the State Solicitation Licensing Branch at 1-888-830-4989. The license is not an endorsement by the State. Pennsylvania: The official registration and financial information of Knights of Columbus Charitable Fund may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1 (800) 732-0999. Registration does not imply endorsement. Virginia: Financial statements are available from the State Division of Consumer Affairs, Department of Agricultural and Consumer Services, P.O. Box 1163, Richmond, VA 23218. Washington: The notice of solicitation required by the State Office of Consumer Affairs is on file with the Washington Secretary of State, and information relating to financial affairs is available from the Secretary of State, and the toll-free number for Washington residents: 800-332-4483 West Virginia: West Virginia residents may obtain a summary of the registration and financial documents from the Secretary of State, State Capitol, Charleston, West Virginia 25305. Registration does not imply endorsement.

# Appendix A

## Agency Agreement for Conveying Donor's Grant Recommendations

### RECITALS

WHEREAS, Account Holder is the Primary Advisor on a Donor-Advised Fund (the "Account") established with, and owned by, Knights of Columbus Charitable Fund, Inc. ("Sponsor"). Under the terms of the agreement between Account Holder and Sponsor, Account Holder has the privilege of recommending grants to be made from the Account ("Recommendations"); and

WHEREAS, Agent has been retained by Sponsor to provide investment advice with respect to certain assets owned by Sponsor, including assets in the Account. Agent also communicates regularly with Account Holder; and

WHEREAS, for convenience and to improve efficiency of communications, Account Holder desires to engage Agent for the purpose of communicating Account Holder's Recommendations to Sponsor;

NOW, THEREFORE, in consideration of the undertakings contained herein, the parties hereto agree as follows:

1. Creation of Agency. Account Holder hereby appoints Agent as Account Holder's non-exclusive Agent to convey Recommendations from Account Holder to Sponsor. Agent hereby accepts the appointment.
2. Agent's Duties. In furtherance of the agency, Agent agrees to receive Recommendations communicated by Account Holder to Agent orally or in writing (including by facsimile or electronic transmission), and to promptly and faithfully communicate each such Recommendation to Sponsor. Agent shall have no independent authority or ability to recommend grants from the Account. Agent shall maintain a written record of each Recommendation communicated to it by Account Holder, which record shall include (a) the recommended grantee, (b) the recommended grant amount, (c) the date that Account Holder communicated the Recommendation to Agent, (d) the date that, and manner in which, Agent communicated the Recommendation to Sponsor, and (e) any other information Agent deems relevant to the Recommendation. On or before Wednesday of each week, Agent must transmit to Sponsor via email (charitablefund@kofc.org) the written records concerning each Recommendation made on behalf of an Account Holder during the preceding week.
3. Relationship Between Parties. This Agreement does not create a partnership or joint venture between Account Holder and Agent. Agent has no power to make commitments to third parties that are binding upon Account Holder without Account Holder's written consent, and Agent shall not hold itself out as having such power. This Agreement is not a management contract, and Account Holder is not hereby delegating management of its own affairs to Agent.
4. Relationship with Sponsor. Agent represents that it has not received, and agrees that it shall not receive, any remuneration from Sponsor for conveying Recommendations to Sponsor on behalf of Account Holder. Agent represents that it has not been, and agrees that during the term of this Agreement it shall not be, retained by Sponsor to advise Sponsor with respect to Recommendations. Notwithstanding that Sponsor may allow Agent online access to the Account, including for purposes of managing Sponsor's internal systems, Agent acknowledges and agrees that it has no advisory privileges with respect to Recommendations to be made from the Account.
5. Sponsor Entitled to Rely. Account Holder and Agent acknowledge and agree that Sponsor is entitled to rely conclusively upon the authority of Agent to convey Account Holder's Recommendations to Sponsor. Sponsor shall have no liability to Account Holder or Agent for accepting, or taking any action based on, any Recommendation communicated to Sponsor by Agent without independent inquiry as to (a) the authenticity of such Recommendation, (b) the due authorization of Agent by Account Holder to communicate such Recommendation to Sponsor, or (c) Agent's continued authority to act as Account Holder's Agent under the terms of this Agreement. This Paragraph 5 shall not apply if Sponsor has actual notice that this Agreement has been terminated, rescinded, or is otherwise not in effect.

6. Termination. Either party may terminate this Agreement for any reason, effective immediately upon giving written notice to the other party. Upon termination of this Agreement, Agent shall (a) promptly provide notice in writing to Sponsor that this Agreement has been terminated; (b) cease all communication with Sponsor with respect to Recommendations, other than to notify Sponsor as required by (a), above; and (c) promptly provide notice in writing to Account Holder of any Recommendation(s) communicated to Agent but not communicated by Agent to Sponsor.
7. Successor Agent. Agent is an independent contractor with Knights of Columbus and/or its affiliates (“Knights of Columbus”) and has been assigned by Knights of Columbus as the dedicated investment advisor representative for the Account to provide certain investment advisory services. If Agent’s independent contractor relationship is terminated for any reason or Agent is otherwise removed as the dedicated investment advisor representative for the Account, the individual who supervises Agent’s activities pursuant to authority granted to such individual by Knights of Columbus (“Supervisor”) may assign another investment advisor representative as successor Agent for Account Holder for the Account. To extent that another investment advisor representative is not appointed, the Supervisor shall be appointed as successor Agent for Account Holder, unless otherwise directed by Account Holder in writing. In any such event, upon the acceptance of its appointment as successor Agent hereunder, Supervisor shall succeed to all the rights, powers, privileges and duties of the terminated Agent and the term “Agent” as used herein shall mean such Supervisor and the terminated Agent’s appointment, powers, and duties as Agent hereunder shall be terminated.
8. Confidentiality. Agent shall keep on file and keep confidential all of Account Holder’s private information, including all information pertaining to any Recommendation, to which Agent has access during the term of this Agreement. Notwithstanding the previous sentence, Agent must, during the term of this Agreement, provide an executed copy of this Agreement to Sponsor as proof that Agent is empowered to convey Recommendations from Account Holder to Sponsor. Agent’s obligation under the first sentence of this Paragraph 8 shall survive any termination or rescission of this Agreement.
9. Notices. All approvals, notices and other communications required or permitted to be given under this Agreement, not including any Recommendations communicated by Account Holder to Agent, shall be deemed to have been given (i) when delivered personally, (ii) when sent via electronic mail, (iii) three days after being deposited with the United States Postal Service, or (iv) one day after being deposited for overnight delivery with a nationally recognized delivery service, with all charges, fees, and/or first-class postage prepaid, properly addressed to Account Holder at the address provided to and maintained by Agent, and to Agent provided through Donor Portal.
10. Dispute Resolution. In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If the parties do not reach such solution within a period of sixty (60) days, then, upon notice by either party to the other, all disputes, claims, questions, or disagreements shall be finally settled in a court of competent jurisdiction in the state of Connecticut.
11. Miscellaneous. The rights and duties contained in this Agreement are personal in nature, and neither party shall sell, transfer, lease, or assign this Agreement or its rights, obligations, and interests hereunder, or any part thereof, by operation of law or otherwise, without the prior written consent of the other party. This Agreement shall be governed by, and interpreted and construed in accordance with, the laws of the State of Delaware applicable to agreements made and to be performed in Delaware. This Agreement may not be amended or modified, except in a writing signed by both parties hereto. The failure of either party to enforce at any time any term, provision, or condition of this Agreement, or to exercise any right or option herein, shall in no way operate as a waiver thereof, nor shall any single or partial waiver or exercise hereunder preclude any other waiver or right or option herein; and no waiver whatsoever shall be valid unless in writing, signed by the waiving party, and only to the extent therein set forth.

# Appendix B

## Investment Policies and Guidelines

Knights of Columbus Charitable Fund is a “nonprofit nonstock corporation” as defined in Section 114(d)(3) of the General Corporation Law. This Corporation is organized, and shall be exclusively administered and operating for religious purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986. KCCF seeks to facilitate and promote philanthropy through the establishment and administration of donor-advised funds and other charitable giving vehicles. Further, KCCF is spiritually and philosophically united with the Knights of Columbus and their founding principles of charity, unity, and fraternity. These Investment Guidelines describe the investment objectives and criteria for KCCF’s Donor-Advised Fund assets. It is important to note that KCCF has ultimate control over its assets and investments. The Investment Manager shall provide non-discretionary investment advice to KCCF in compliance with KCCF’s Investment Guidelines. Capitalized terms used but not defined herein have the meaning set forth in the Amended and Restated Investment Management Agreement.

### 1. Governance

1.1. Role of the Board of Directors: The Board of Directors of KCCF delegates to its Investment Committee (the “Committee”) responsibility for fulfilling its oversight responsibilities with respect to the investment assets of KCCF. The Board Shall:

- (1) Establish and approve the Investment Committee Charter
- (2) Appoint Investment Committee Chair and members. Investment Committee must be comprised of at least three Directors. The Board will appoint one of the Committee members to serve as Chair.
- (3) Appoint one or more advisory committee members who are entitled to attend meetings of the Investment Committee, but who are not counted for purposes of establishing quorum and who are not permitted to vote on any matter presented to the Committee.

1.2. Role of the Investment Committee: The Committee assists the Board of KCCF in fulfilling its oversight responsibilities with respect to the investment assets of KCCF. The Committee reviews the performance of the investment funds and the investment managers used by KCCF consistent with the Investment Guidelines adopted by the Board. In carrying out its oversight responsibilities, the Committee shall:

- (1) Develop and recommend to the Board for its approval policies that delineate how the Corporation will invest its funds in a manner consistent with the Corporation’s Catholic identity and what amount of return on investment the Corporation will use in its annual budget;
- (2) Monitoring the investment return of the Corporation’s portfolio, including setting investment objectives and meeting with the portfolio’s outside investment advisor;
- (3) Overseeing the portfolio’s outside investment advisor, including interviewing and recommending to the Board whether to hire, rehire, or terminate an outside investment advisor;
- (4) Coordinating and/or participating in due diligence regarding any special asset proposed for contribution to the Corporation, including negotiating or overseeing the negotiation of the terms of any gift instrument governing the contribution of the special asset and recommending to the Board whether to accept such contribution;

- (5) Liaising with the Treasurer, accounting staff, and the Board regarding the investment return of the Corporation's portfolio and budgetary needs of the Corporation;
- (6) Periodically reviewing the Investment Committee Charter and making recommendations to the Board regarding proposed amendments;
- (7) Conducting an annual self-assessment of the Investment Committee's performance and reporting the findings to the Chairman of the Board;
- (8) Attending to such other matters as the Board may assign to the Investment Committee from time to time; and
- (9) Maintaining minutes of Investment Committee meetings, delivering minutes to the Secretary for inclusion in the Corporation's minute book, and making regular reports to the Board regarding the Investment Committee's activities.

1.3. Standard of Oversight: The Committee shall exercise prudence and appropriate care in accordance with the Uniform Prudent Management of Institutional Funds Act. In overseeing the assets of KCCF, each member of the Committee shall act, in good faith, in a manner such member believes to be in the best interest of KCCF and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

1.4. Role of the DAF Donor: Each DAF is funded by contributions made by DAF donors. Once the DAF Donor makes the contribution, KCCF owns and has legal control over it. However, the DAF Donor, or the DAF Donor's representative, retains advisory privileges with respect to the grants from the DAF and the investment of assets held by the DAF. While the Investment Committee exercises ultimate control over KCCF's investments and investment advisors, the DAF Donor's advice is a key consideration in each DAF's investment allocation.

## 2. Investment Objectives and Philosophy

First and foremost, all KCCF assets must be invested in a manner that is consistent with KCCF's Catholic identity.

The investment objectives of KCCF are to provide for long-term growth of principal and income without undue exposure to risk to ensure that (1) KCCF is, at minimum, able to meet its goal of making aggregate grants equal to at least 5% of its net asset value, calculated as a five-year rolling average; and (2) DAF Donors are able to recommend grants on a continuing and reasonable consistent basis.

Assets of KCCF overall will be invested in a manner so as to avoid being overly speculative, looking instead to the permanent disposition of the assets, and considering the probable income as well as the safety of the assets. In pursuing these objectives, KCCF endeavors to achieve risk-adjusted total returns that, over time, are commensurate with broad-based market averages.

The term "Portfolio" hereafter refers to an individual DAF or an aggregate of the DAFs owned by KCCF.

No deviation from these guidelines is permitted without the prior written approval of KCCF.

### 3. Investment Guidelines (excluding Private Investment Funds)

KCCF shall manage its DAFs in compliance with these guidelines, in a manner which provides sufficient liquidity to support the DAF Donors' grant-making activities and to cover DAF expenses.

#### 3.1. Diversification

In general, KCCF's investments should be managed prudently and diversified among asset classes, sectors, and securities within a Portfolio, taking into account the DAF Donors' time horizons and planned giving strategies.

Ordinarily, a Portfolio should contain more than one asset class. A Portfolio may contain a single diversified mutual fund or 100% cash. Permitted asset classes include the following:

Asset Class	Primary Portfolio Purpose	Examples of Sector Asset Class
Equities	Growth	Consumer Discretionary, Materials, Industrials
Fixed Income	Income	TIPs (real income), Investment Grade
Cash	Stability	Issuer; N/A for Diversified Money Market
Real Estate	Inflation Protection	Real Estate, Precious Metals

Investments shall be diversified. Excess concentration is prohibited in each Portfolio, subject to Section 5 of these Investment Guidelines. Excess concentration with respect to a Portfolio is defined as follows:

- i. Greater than 25% exposure to any one security. Securities include individual stocks, bonds, certificates of deposit, publicly traded REITs, and non-diversified ETFs or ETNs, e.g., precious metals or cryptocurrency funds. (Diversified ETFs and mutual funds are not considered individual securities for the purpose of applying this concentration policy);
- ii. Greater than 25% exposure to emerging-market equities or emerging-market fixed income;
- iii. Greater than 50% exposure to emerging markets (equity plus fixed income) or to a single non-U.S. country as defined by MSCI Country Classification Standard;
- iv. Greater than 50% exposure to below-investment-grade bonds; and
- v. Greater than 50% exposure to publicly traded funds that pursue alternative or non-diversified investment strategies, e.g. commodities or cryptocurrencies.

KCCF reserves the right to determine whether a Portfolio should be further diversified.

#### b. Permitted Investments and Transactions

The following investments and transactions are permitted. Preapproval from KCCF is required for any investments and transactions not listed below:

- i. Cash, cash equivalents, and money market funds eligible for institutional investors

- ii. Publicly traded stocks, bonds, and CDs, exclusive of flow-through entities which generate K-1s
- iii. Publicly traded mutual funds, publicly traded REITs, ETFs and ETNs, exclusive of flow-through entities which generate K-1s
- iv. Covered calls and/or protective puts expiring within 12 months

c. Prohibited Investments and Transactions

The following investments and transactions are prohibited.

- i. Investments with trading restrictions
- ii. Investments ineligible for institutional investors
- iii. Derivative Securities to increase the actual or potential risk exposure of the DAF, including but not limited to:
  - a. Non-publicly traded structure notes (including, for example, principal-only or interest-only STRIPS or inverse floating-rate securities)
  - b. SWAPS
  - c. Futures contracts
  - d. Forward contracts
  - e. Uncovered options
  - f. Short sales, margin trading, and such other specialized investment activities requiring margin
- iv. Publicly traded flow-through entities that may expose KCCF to Unrelated Business Income Tax under Section 511
- v. Interval funds
- vi. Private REITs
- vii. Working interests in oil and gas wells
- viii. Private debt

Additionally, KCCF preapproval is required for any purchase or contribution of a single security representing greater than 2% of KCCF's asset value.

#### 4. Benchmark

KCCF shall establish Portfolio investment strategies and adopt performance benchmarks consistent with such strategies. A revised benchmark may be proposed upon a change in the Portfolio investment strategy. KCCF will review and approve proposed custom benchmarks consistent with these guidelines.

If KCCF expects performance to deviate significantly from a benchmark due to a change in a Portfolio's long-term investment strategy, KCCF may adopt a revised benchmark.

## 5. Evaluation of Investment Strategies

KCCF shall review Portfolio composition and performance quarterly in comparison with Portfolio benchmarks. While investments are reviewed quarterly, performance is evaluated over a longer period of time and in the context of a Portfolio's investment strategy.

Portfolios with significant variances to their respective benchmarks may be flagged for closer ongoing monitoring.

## 6. Contributions of Concentrated Positions

The contribution of a security representing greater than [25]% of a Portfolio's value at the time of the contribution is deemed a concentrated position contribution. Diversified ETFs and mutual funds are not considered concentrated positions.

Concentrated position contributions must be liquidated over time – or sufficient additional contributions of unrelated assets made to the Portfolio – so that the value of the concentrated position represents no more than [50]% of the Portfolio's value within [three years] and represents no more than [25]% of the Portfolio's value within [five years]. During the period of reallocation, KCCF is prohibited from making purchases of the concentrated security for the Portfolio.

Occasionally, a Donor may contribute a concentrated position with the intention of liquidating the position to fund grant-making over a period of a few years, rather than investing the Portfolio for longer-term potential growth. If this is the case, and the Portfolio will hold only the concentrated position and cash while selling down the position and recommending grants, KCCF shall comply with the following guidelines:

- [50]% of the contributed position must be liquidated within [three years]; and
- an additional [25]% within [five years], such that the position is reduced by at least [75]% within [five years].

Each contribution of a concentrated security will have its own timeline for reallocation.

## 7. Excess Business Holdings and Large Position Contributions

Preapproval is required for the contribution of securities representing greater than 2% ownership of any operating business. In no event may any DAF account hold an interest in any operating business, which taken together with a DAF Donor's personal and/or affiliated holdings in that business, represents 20% or more of the ownership of the business.

Additionally, preapproval is required for any contribution of a single security interest representing greater than 2% of KCCF's assets.

## 8. Criteria for Private Investment Funds

KCCF recognizes the importance of private investment funds as part of an overall asset allocation and sets the following criteria for investing in private funds. These criteria are designed to provide for thoughtful oversight, thorough due diligence, and sufficient availability of liquid assets for grant-making:

- A complete set of legal, marketing, subscription, and due diligence documents, including a copy of the Investment Manager's research and formal investment recommendation is required.

- The investment should not produce any Unrelated Business Taxable Income (“UBTI”) or should utilize a UBTI blocker strategy. If any UBTI is generated, the Portfolio will be debited for the full amount of the tax liability.
- The purchase of privately held REITs is prohibited. An exception will generally be available for private investments which offer a REIT vehicle to tax-exempt investors solely for the purpose of blocking UBTI generated by the principal investment vehicle.
- Hedge funds must utilize a third-party administrator and custodian. If an independent administrator and custodian are not used – as is the case with some private equity funds – then the fund must provide evidence of third-party involvement in or oversight of the asset valuation and shareholder accounting processes.
- Quarterly valuation updates and investor statements are required. (An exception is available for BVCA/ EVCA-compliant European private equity funds, which may report on a semi-annual basis.)
- Annual financial statements, audited by a PCAOB-registered firm are required.
- Accounts should limit ownership to less than 2% of any private investment fund, which could result in effective ownership of any operating business. In no event may a Portfolio make an investment, which taken together with a Donor’s personal and/or affiliated holdings, could result in effective ownership of 20% or more of any operating business.
- No private fund investment should exceed 3% of the value of KCCF’s assets.

## 9. Exceptions

Any exceptions to these Investment Guidelines must be approved in writing by KCCF.

Any material exception to the above list of prohibited investments and transactions will be presented to the President of KCCF.

Knights of Columbus Charitable Fund is an independent, nonprofit, public charity with a donor-advised fund program. Various entities affiliated with Knights of Columbus provide certain investment management and administrative services to Knights of Columbus Charitable Fund. Knights of Columbus Asset Advisors is an SEC registered investment adviser that maintains a principal place of business in the State of Connecticut. For further information about KoCAA's business operations, please consult the Firm's Form ADV disclosure documents, the most recent versions of which are available on the SEC's Investment Adviser Public Disclosure website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). KoCAA is a wholly-owned subsidiary of Knights of Columbus, the world's largest Catholic lay organization. Please visit: [KofCAssetAdvisors.org](http://KofCAssetAdvisors.org) for additional information. The value of an invested donation will fluctuate over time and may gain or lose money. Information provided is educational in nature and is not intended as legal, tax, financial, or other professional advice. Knights of Columbus Charitable Fund does not provide legal, tax, financial, and other professional advice. You should consult professional advisors concerning the legal, tax, or financial consequences of your charitable activities. Tax information provided relates to federal tax matters only, and availability of certain federal tax deductions may depend on whether you itemize deductions.

Colorado: Colorado residents may obtain copies of registration and financial documents from the office of the Secretary of State, 303-894-2860, [www.sos.state.co.us/](http://www.sos.state.co.us/) registration number pending. Florida: A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE 1-800-HELP-FLA OR ONLINE AT [www.FloridaConsumerHelp.com](http://www.FloridaConsumerHelp.com). REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE. REGISTRATION # PENDING. Maryland: For the cost of postage and copying, documents and information filed under the Maryland charitable organizations laws can be obtained from the Secretary of State, Charitable Division, State House, Annapolis, MD 21401, 800-825-4510. Mississippi: The official registration and financial information of Knights of Columbus Charitable Fund may be obtained from the Mississippi Secretary of State's office by calling 1-888-236-6167. Registration by the Secretary of State does not imply endorsement by the Secretary of State. New Jersey: INFORMATION FILED WITH THE ATTORNEY GENERAL CONCERNING THIS CHARITABLE SOLICITATION AND THE PERCENTAGE OF CONTRIBUTIONS RECEIVED BY THE CHARITY DURING THE LAST REPORTING PERIOD THAT WERE DEDICATED TO THE CHARITABLE PURPOSE MAY BE OBTAINED FROM THE ATTORNEY GENERAL OF THE STATE OF NEW JERSEY BY CALLING 973-504-6215 AND IS AVAILABLE ON THE INTERNET AT <http://www.njconsumeraffairs.gov/charity/chardir.htm>. REGISTRATION WITH THE ATTORNEY GENERAL DOES NOT IMPLY ENDORSEMENT. New York: Upon request, a copy of the latest annual report can be obtained from the organization or from the Office of the Attorney General, by writing the Charities Bureau, 120 Broadway, New York, NY 10271. North Carolina: Financial information about this organization and a copy of its license are available from the State Solicitation Licensing Branch at 1-888-830-4989. The license is not an endorsement by the State. Pennsylvania: The official registration and financial information of Knights of Columbus Charitable Fund may be obtained from the Pennsylvania Department of State by calling toll-free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement. Virginia: Financial statements are available from the State Division of Consumer Affairs, Department of Agricultural and Consumer Services, P.O. Box 1163, Richmond, VA 23218. Washington: The notice of solicitation required by the State Office of Consumer Affairs is on file with the Washington Secretary of State, and information relating to financial affairs is available from the Secretary of State, and the toll-free number for Washington residents: 800-332-4483. West Virginia: West Virginia residents may obtain a summary of the registration and financial documents from the Secretary of State, State Capitol, Charleston, West Virginia 25305. Registration does not imply endorsement.



**Knights of  
Columbus**  
Charitable Fund®

---

Knights of Columbus Charitable Fund | One Columbus Plz. | New Haven, CT 06510 | [charitablefund@kofc.org](mailto:charitablefund@kofc.org)