
Combined Jewish Philanthropies

Kraft Family Building | 126 High Street, Boston, MA 02110-2700 | T 617.457.8500 | F 617.507.7899 | cjp.org

INSTRUCTIONS FOR SETTING UP A DAF

To establish your CJP Donor Advised Fund, please send us, via mail or fax, the completed and signed CJP Donor Letter of Agreement and the CJP Donor Application Part A and Part B. You may send your completed forms along with any contribution to: Donor Advised Fund Program, Combined Jewish Philanthropies, Kraft Family Building, 126 High Street, Boston, MA 02110-2700 or email completed and signed forms in PDF format to Mike Jones, Associate, Risk Management and Investment Partnerships, at mikej@cjp.org.

1. Complete the CJP Donor Letter of Agreement and insert the name of your fund.
2. Sign and date the agreement. If another person will also be acting as a Donor, both of you must sign.
3. Complete the CJP Donor Application, Part A and Part B.

Part A:

Provide all the requested information about the Founding Donor(s) and, if applicable, additional Signatories.

Part B:

- I. Provide the requested information about the assets being contributed to the DAF.
- II. Complete the Investment Allocation Recommendation. Refer to the enclosed CJP Donor Advised Fund Investment Options to make your selections. If you choose two or more investment options, please indicate which option you wish to use as the primary source of grant payments.

- If you have special instructions regarding the privileges you wish to give to your Signatories, please include them in a cover letter.
- Contributions by checks should be made payable in U.S. dollars to: Combined Jewish Philanthropies.
- Please put the name of the fund in the memo area of your check.
- If you wish to contribute securities, make a wire transfer or discuss a gift of other assets, please see the enclosed CJP Donor Advised Fund Asset Transfer Instructions or call 617-457-8517.

Please contact CJP at 617-457-8527 any time you want to request changes to your fund.

DONOR LETTER OF AGREEMENT

To: Donor Advised Fund Program
 Combined Jewish Philanthropies
 Kraft Family Building
 126 High Street, Boston, MA 02110-2700

This is a letter of agreement between the undersigned donor(s) and Combined Jewish Philanthropies of Greater Boston, Inc. (CJP) to establish a Donor Advised Fund under and subject to the CJP Procedures for the Operation of Donor Advised Funds, as such procedures may be amended from time to time.

The name of the fund will be the _____ (the Fund).

I/We acknowledge that CJP has all of the powers needed to carry out its purposes including, without limitation, the following:

- To receive from donor or other persons or entities, additional gifts to the Fund;
- To keep, sell, invest and reinvest the assets contributed;
- To commingle for investment purposes the assets contributed and
- To distribute the contributed assets to charitable organizations within the scope of its guidelines.

Donor(s) shall have the privilege of making written recommendations with respect to investments of, and distributions from, the Fund. However, I/we acknowledge that, in accordance with Internal Revenue Code (IRC) requirements, such recommendations are advisory only, and that CJP shall be the absolute owner of and shall have exclusive legal control over the assets of the Fund, and shall have ultimate authority over investments of the Fund, the selection of organizations to receive distributions from the Fund, and the timing and amounts of the distributions. We also acknowledge that CJP will distribute funds contributed, and income earned by these funds, solely to public charities described in section 509(a)(1) or (2) of the IRC, to public charities described in section 509(a)(3) of the IRC that are not disqualified Supporting Organizations as defined in section 4966(d)(4) of the IRC, or to governmental units described in section 170(c)(1) of the IRC, exclusively for public purposes that are consistent with CJP's charitable purposes. The agreement with CJP to establish and maintain the Fund consists of this letter of agreement and the donor application that is attached to this letter. The agreement will be effective once it is accepted and signed by CJP and your contribution has been received and accepted by CJP.

I acknowledge that I have received and reviewed the CJP Procedures for Operation of Donor Advised Funds, available at this link:

DONOR'S NAME (PLEASE PRINT)	SIGNATURE	DATE
JOINT DONOR (PLEASE PRINT)	SIGNATURE	DATE
Accepted by Combined Jewish Philanthropies, Inc.:		
BY:		DATE

DONOR APPLICATION - PART A
Founding Donor & Signatory #1

NAME _____

SIGNATURE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ DAYTIME PHONE _____

CELL PHONE _____ OTHER PHONE _____

EMAIL* _____ DATE OF BIRTH _____

_____ This signatory is allowed to make grant recommendations

_____ CJP is allowed to include this signatory's address in grant letters to organizations

_____ Default name to include on letters to recipient organizations:

_____ Please make all grants from this signatory anonymous

Joint Donor & Signatory #2

NAME _____

SIGNATURE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ DAYTIME PHONE _____

CELL PHONE _____ OTHER PHONE _____

EMAIL* _____ DATE OF BIRTH _____

_____ This signatory is allowed to make grant recommendations

_____ CJP is allowed to include this signatory's address in grant letters to organizations

_____ Default name to include on letters to recipient organizations:

_____ Please make all grants from this signatory anonymous

ADDITIONAL SIGNATORIES**Signatory #3**

NAME _____

SIGNATURE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ DAYTIME PHONE _____

CELL PHONE _____ OTHER PHONE _____

EMAIL* _____ DATE OF BIRTH _____

_____ This signatory is allowed to make grant recommendations

_____ CJP is allowed to include this signatory's address in grant letters to organizations

_____ Default name to include on letters to recipient organizations:

_____ Please make all grants from this signatory anonymous

Signatory #4

NAME _____

SIGNATURE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ DAYTIME PHONE _____

CELL PHONE _____ OTHER PHONE _____

EMAIL* _____ DATE OF BIRTH _____

_____ This signatory is allowed to make grant recommendations

_____ CJP is allowed to include this signatory's address in grant letters to organizations

_____ Default name to include on letters to recipient organizations:

_____ Please make all grants from this signatory anonymous

To add or remove Signatories and to recommend the final disposition of the fund, please contact CJP at 617-457-8527.

*Use of Email or website to recommend grants or other actions related to the Fund is subject to the Email and Online Recommendation Policy as described in the About Your DAF document.

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CJP DONOR ADVISED FUND INVESTMENT OPTIONS**Diversified Fund**

The Diversified Fund is managed as a total return portfolio with a primary objective of capital appreciation while also generating current income. Depending upon the outlook for the capital markets, the equity portion of this option will range between 45% and 75% and will be invested globally, across market capitalizations. The fixed income portion will range between 5% and 50% and will be invested primarily in long term U.S. Treasuries, as a hedge against equity volatility, with some exposure to higher yielding fixed income securities with exposure to U.S. and/or global credit markets. Between 0% and 20% of the Fund will be invested in liquid alternative strategies that seek to provide returns less correlated with traditional assets classes. Finally, between 0% and 30% will be invested in real estate, commodities and/or gold-oriented funds to seek less correlated returns and potential hedges against inflation. This asset allocation allows for more diversification and less exposure to equity market risks than the Equity Fund. Both passive and active managers, accessed through mutual funds, exchange traded funds or similar pooled vehicles, may be used. The Diversified Fund is designed to match a long-term (5-7 year or more) philanthropic time horizon. This option is subject to market fluctuations and is not recommended for short-term philanthropic goals.

Equity Fund

The Equity Fund is designed to achieve long-term (5-7 year or more) capital appreciation consistent with that of the broad global equity markets. Both passive and active managers, accessed through mutual funds, exchange traded funds or similar pooled vehicles, may be used. While the portfolio will be fully invested at all times, underlying managers will hold material positions in cash, fixed income instruments and other investments depending on their strategy and market outlook and may include managers with absolute return or other strategies that seek to reduce overall volatility. This option is highly exposed to global equity market risks, is subject to market fluctuations and is not expected to generate current income. It is not recommended for short-term philanthropic goals.

Fixed Income Fund

The Fixed Income Fund is designed to emphasize current income while managing the risk of capital losses. This option will invest in managers exposed to a variety of fixed income instruments including corporate debt securities, mortgage backed securities and U.S. and global government obligations. At least 80% of this option on a look-through basis will be rated as investment grade. The aggregate holdings of any single issuer are not to exceed 5% of the total market value of this option on a look-through basis, with the exception of obligations issued or guaranteed by the United States government or its agencies. Both passive and active managers, accessed through mutual funds, exchange traded funds or similar pooled vehicles, may be used. This option is exposed to fixed income market volatility, including the risk of capital declines.

Money Market Fund

The Money Market Fund is designed to provide preservation of capital and high liquidity, with some opportunity for current income. The Money Market Fund invests directly or indirectly in the highest quality, most liquid instruments available, such as Treasury Bills, government agency issues, commercial paper and certificates of deposit. This option may use money market mutual funds managed by investment management organizations. This option is designed to offer a high degree of protection of principal, typically for short-term philanthropic goals, with limited opportunity for current income.

Jewish Community Endowment Pool, LLP (JCEP)

JCEP is a highly diversified pool with exposure to less liquid investments, often including hedge funds, private equity, real estate and other complex assets. JCEP is designed for the long-term development of philanthropic capital and is used as the investment platform for the permanent endowments of CJP and other Jewish charities. JCEP is available as a DAF investment option subject to certain guidelines including a minimum fund value of \$500,000 and the willingness to live within certain liquidity constraints. Please call Charlie Glassenberg at 617-457-8540 for more information.



Donor Advised Fund

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DONOR APPLICATION — PART B

I. Initial Contribution (\$2,500 Minimum)

Cash Amount (To wire funds, see enclosed Asset Transfer Instructions)

Check: \$ _____ Wire: \$ _____

Securities of Publicly Traded Companies: (See CJP Donor Advised Fund Asset Transfer Instructions)

Company _____ # of Shares _____

Company _____ # of Shares _____

Company _____ # of Shares _____

Please see the CJP Donor Advised Fund Asset Transfer Instructions for more information on making gifts of State of Israel Bonds, mutual fund shares or other assets, or call Conrad Cheung at 617-457-8517 for more information.

II. Investment Allocation Recommendation

Make your investment allocation recommendation below. If more than one investment pool is selected, please select the pool you would like grants drawn from first. If no investment pool is indicated, the contribution will be invested in the Money Market Fund. Please note that there is a minimum balance requirement of \$1,000 for each option.

Investment Pool	\$ or %	Draw grant first from:
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DIVERSIFIED	_____	
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EQUITY	_____	
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FIXED INCOME	_____	
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MONEY MARKET	_____	
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JCEP	_____	
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Please see “About Your DAF” document for criteria for investment in the Jewish Community Endowment Pool, LLP. (JCEP)

How Did You Learn About CJP’s DAF Program?

Mail Online

Referred by: _____

Other: _____



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ASSET TRANSFER INSTRUCTIONS

Before you initiate any electronic transfer to your DAF, please notify Conrad Cheung in CJP's securities department at 617-457-8517, or by email at conradc@cjp.org.

To Contribute Publicly Traded Securities Held By Your Broker:

Instruct your broker to transfer the securities as follows:

Account name: Combined Jewish Philanthropies

Tax I.D. number: 04-2103559

Brokerage firm: Fidelity Investments/NFS

Account number: 101-077496

DTC number: 0226

To Contribute State of Israel Bonds:

To make contributions of State of Israel Bonds, please contact José Santiago at CJP at 617-457-8858.

To Contribute Stock Certificates Held by You:

Contact Conrad Cheung in CJP's Securities Department at 617-457-8517 to request stock power forms.

We will guide you through the process of executing and delivering these forms along with your stock/bond certificates.

To Contribute Mutual Funds:

Contact Conrad Cheung in CJP's Securities Department at 617-457-8517 for assistance. We will check with your mutual fund company regarding signature guarantee requirements and other requirements.

Typically, a letter of instruction will be required. *Some mutual fund transfers can take weeks to complete. Donors wishing to ensure completion of a gift prior to a specific deadline, such as calendar year end, should begin this process well in advance.*

To Contribute by Check:

Mail your check, in U.S. dollars to:

Combined Jewish Philanthropies

P.O. Box 723

Reading, MA 01867-0413

Please make the check payable to CJP with the fund referenced by name in the memo field or on an enclosure.

Cash by Wire:

Please contact José Santiago at CJP at 617-457-8858 for information on transferring cash to your DAF by wire.

WIRE CASH AS FOLLOWS:

Bank: Century Bank

Account number: 5634601

Account name: Combined Jewish Philanthropies

ABA number: 011301390



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CJP DONOR ADVISED FUND PROGRAM CONTACTS:

Charlie Glassenberg

Vice President, Risk Management and Investment Partnerships

617-457-8540 charlesg@cjp.org

General information, DAF investment options including Jewish Community Endowment Pool, LLP, gifts of assets other than cash, or marketable securities.

Mike Jones

Associate, Risk Management and Investment Partnerships

617-457-8527 mikej@cjp.org

General information, changes to signatories, addresses or fund name, termination of funds.

Jean Cooney

Vice President, Finance

617-457-8513 jeanc@cjp.org

General information.

Conrad Cheung

Associate Director, Philanthropic Asset Services

617-457-8517 conradc@cjp.org

Gifts of stock or mutual fund shares, investment changes, general asset transfer questions.

José Santiago

Assistant Accounting Manager, Philanthropic Asset Services

617-457-8858 Josés@cjp.org

Gifts of State of Israel Bonds, bank wire, check, or credit card; all grant recommendations.

Catrina Webber

Staff Accountant, Philanthropic Asset Services

617-457-8789 catrinaw@cjp.org

Contact for all grant recommendations. Gifts made by bank wire, check, or credit card.

Flora Bonilla

Staff Accountant, Philanthropic Asset Services

617.457.8539 florab@cjp.org

General fund information.

Grant recommendations by email should be sent to: **DAFgrants@cjp.org**