



Rochester Knights of Columbus Donor Advised Fund Contribution Request Review Guidelines and Procedures

The Rochester Knights of Columbus Donor Advised Fund (the Fund) was established in November 2006 using the proceeds from the sale of the KC Hall. The Fund is managed by American Endowment Foundation and they make final decisions on distributions based on recommendations by the designated advisor. The designated advisor is the Grand Knight of Council 1013 or his designee who will also act as the Chair of the Donor Advised Fund Committee.

It is the intention that the Fund be maintained as a permanent endowment with earnings distributed in accordance with the guidelines and procedures outlined in this document.

These guidelines and procedures are intended to assure contributions from the Fund are made using an approach which is equitable, fiscally responsible and consistent with the values of the Knights of Columbus.

Goal of the Fund

The goal of the Fund is to provide **needs based** and **value driven** contributions focusing on local programs or projects that are consistent with the mission and values of the Knights of Columbus.

Overall Guiding Principles

1. Annual distributions from the Fund shall not exceed 5% of the fair market value of the Fund. Actual annual distribution will be determined by the Donor Advised Committee as discussed below.
2. Any undistributed earnings will be reinvested as part of the endowed principle balance of the Fund.
3. Distributions from the Fund will generally be used for specific projects or capital requests rather than being used for the general operating funds of an organization requesting funds.
4. Priority consideration will be given to local requests that are broad based, collaborative efforts supported by multiple funding sources. Priority will be given to programs or projects that benefit a broad range of individuals as opposed to requests that would benefit only a small or a particular group.
5. It is the intent to support a few requests where the Fund's contribution will have a meaningful impact rather than support many, small requests that could be funded through individual council's charities committees.
6. Requests for distributions from the Fund will be reviewed by the Donor Advised Fund Committee (the Committee) using the procedures outlined below.
 - a) The Grand Knight of Council 1013 (or his designee) will act as a non-voting Chair of the Committee.
 - b) Members of the Committee will consist of one representative from each of the following Councils: Harold Gentling 1013, Holy Spirit 11460, Resurrection 13027, Pax Christi 14145, St. Francis 14170, and St. Pius 14574.



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Primary Areas of Focus:

The primary area of focus for distributions from the Fund will be to provide support for specific projects or programs serving local needs in the Rochester area. Requests in the following areas will be given priority consideration:

- Catholic churches, schools (including seminaries) and religious organizations.
- Programs or projects benefiting youth (especially at risk youth), those with physical or mental challenges or vocations to the priesthood or religious life.
- Programs or projects supporting the value of life from conception to natural death.
- Support for relief from suffering by those in need.

Criteria for funding requests for programmatic needs

1. Requests to fund programs must meet the guidelines and goals as described in this document.
2. To maximize the impact of contributions, emphasis will be placed on broad based, collaborative efforts supported by multiple funding sources.
3. Priority is given to local programs or projects.
4. Regional or national program requests may be approved on a case by case basis as determined by the Committee.

Criteria for funding requests for capital projects

1. Capital projects are those directed toward buildings, equipment, or parts of physical structures and follow the same guidelines and goals as described for programmatic needs.
2. Funding of capital requests will be limited to no more than 50% of the total capital cost of the project for which the funds are being requested.
3. Money for capital requests may be allocated as a challenge grant to leverage additional community (public or private) support with 60% of the grant distributed upfront and 40% distributed as matching funds are raised by the requesting organization. Match funding may not extend over more than one year.

Procedures for review and approval of contributions

1. All requests for contributions from the Fund will be referred to and reviewed by the Committee.
2. Requests for support must be submitted in writing using a prescribed form with information substantiating the request. Information provided should include such things as:
 - Description of the organization and the specific program/capital project for which funding is requested.
 - Information describing the purpose, need and the expected benefit of the request.



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- Outcome measures or evaluation criteria for the request.
 - Financial information such as the total budget for the program/capital project, other sources of funding, the organization's annual report, etc.
 - Any additional information to help substantiate and explain the request.
3. All organizations who submitted requests for funding will be notified in writing by the Committee Chair of funding decisions by March 31st.