

# Guide to Navigating Your Donor-Advised Fund

The Bank of America Charitable Gift Fund



# Important Information

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Investment products:

<b>Are Not FDIC Insured</b>	<b>Are Not Bank Guaranteed</b>	<b>May Lose Value</b>
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**Investing involves risk. There is always the potential of losing money when you invest in securities.**

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# Access your account through MyMerrill

Log onto your MyMerrill account at [www.mymerrill.com](http://www.mymerrill.com).

On the **Summary** landing page:

- Your Donor Advised Fund account(s) will be displayed within the Charitable Gift Fund account grouping section.
- The section will appear last on the page (linked Merrill accounts will appear before the Charitable Gift Fund group).

By clicking on your Charitable Gift Fund Account Name, you can view:

1. Charitable impact on different categories of Charities
2. Top 3 charities for current and prior year
3. A list of recent grants
4. You can go directly to your home page on the Donor Portal by clicking on the Go to Donor Portal link
5. You can go directly to the granting page by clicking on Recommend a Donation link

## FOR ILLUSTRATIVE PURPOSES ONLY

The screenshot displays the MyMerrill account summary for Jane Smith. The page includes a navigation bar, a greeting, and a summary of financial metrics. A red box highlights the 'SAML Development Fund' section, which is the focus of the illustrative purposes. This section contains a donut chart showing the charitable impact for the year to date, a table of top charities in the fund, and a table of latest grants activity. A red arrow points from the text box on the left to the 'SAML Development Fund' link in the account list.

Category	Value
Net Worth*	\$1,900,950.00
Merrill Accounts	\$730,320.00
Asset accounts	\$2,092,350.00
Investment accounts - Non retirement	
CMA 123-45678	\$429,000.00
CMA 456-78901	\$3,000.00
CMA 567-89012	\$0.00
Accounts for Jane Smith	
CMA 909-54321	\$23,000.00
IRA 676-76677	-\$46,900.00
Bank of America Charitable Gift Fund	\$3,002,850.00
SAML Development Fund	\$208,000.00

Charity Category	Percentage	Amount
Human Services	18.79%	\$22,638.00
Animals	18.79%	\$22,638.00
Voluntarism/Grantmaking Foundations	17.13%	\$20,638.00
Charity Category 4	10.49%	\$12,638.00
Charity Category 5	10.49%	\$12,638.00
Charity Category 6	12.15%	\$14,638.00
Others	12.15%	\$14,638.00

Year to date	Prior year	Amount
Meals On Wheels of Hendricks County Indiana Inc		\$42,000.00
NATIONAL PKU NEWS		\$28,000.00
Cook For Love Inc		\$10,000.00

Issued	Payment Cleared	Recipient	Amount
04/22/2019	No	WOMENS LOCKER ROOM FOUNDATION INC	\$100,000.00
04/22/2019	Yes	Meals On Wheels of Hendricks County Indiana Inc	\$100,000.00
04/22/2019	Yes	American National Red Cross	\$100,000.00
04/22/2019	Yes	TENNESSEE PKU FOUNDATION	\$100,000.00
04/22/2019	Yes	Boston Children's Museum	\$100,000.00



# Access your account through Bank of America Private Bank

Log on to your Private Bank Account Access at [www.privatebank.bankofamerica.com](http://www.privatebank.bankofamerica.com).

On the **Summary** landing page:

- Your Donor Advised Fund account(s) will be displayed within the Charitable Gift Fund account grouping section.
- The section will appear last on the page (linked Bank of America accounts will appear before the Charitable Gift Fund group).

By clicking on your Charitable Gift Fund Account Name, you can view:

1. Charitable impact on different categories of Charities
2. Top 3 charities for current and prior year
3. A list of recent grants
4. You can go directly to your home page on the Donor Portal by clicking on the Go to Donor Portal link
5. You can go directly to the granting page by clicking on Recommend a Donation link

## FOR ILLUSTRATIVE PURPOSES ONLY

**Net Balance\*** \$1,900,950.00

Hide/Customize

**Private Bank Accounts** \$730,320.00  
+521,956.17 +1.63%

Customize your account names and categories

**Asset accounts** \$2,092,350.00

**Investment, Trust and Custody Accounts**

PB 123-45678 \$429,000.00

PB 456-78901 \$3,000.00  
Fund account

PB 567-89012 \$0.00  
Closed account

**Accounts for John Smith**  
Not included in net worth calculations

PB 909-54321 \$23,000.00  
Read only account

IRA 676-76677 \$46,900.00  
Read only account

**Bank of America Charitable Gift Fund**

Donor Advised Fund accounts\*  
Not included in net worth calculations

**SAML Development Fund** \$208,000.00

**SAML Development Fund** \$208,000.00

[Go to Donor Portal](#)

**5.** [RECOMMEND A DONATION](#)

As of May 20, 2019

**Charitable Impact for Year to Date** **1.**

Select each segment for more details.

Category	Percentage	Amount
Human Services	18.79%	\$22,638.00
Animals	18.79%	\$22,638.00
Voluntarism/Grantmaking Foundations	17.13%	\$20,638.00
Charity Category 4	10.49%	\$12,638.00
Charity Category 5	10.49%	\$12,638.00
Charity Category 6	12.15%	\$14,638.00
Others	12.15%	\$14,638.00

**Top Charities in the Fund** **2.**

Year to date | Prior year

Charity Name	Amount
Meals On Wheels of Hendricks County Indiana Inc	\$42,000.00
NATIONAL PKU NEWS	\$38,000.00

**Latest Grants Activity** **3.**

Issued	Payment Cleared	Recipient	Amount
04/22/2019	No	WOMENS LOCKER ROOM FOUNDATION INC	\$100,000.00
04/22/2019	Yes	Meals On Wheels of Hendricks County Indiana Inc	\$100,000.00



# If you do not work with a Merrill or Private Bank advisor

Log into the Donor Portal at [bofa.donorfirst.org](https://bofa.donorfirst.org).

**BANK OF AMERICA**

[Create Donor Account](#)

Welcome Learn More Advisor Registration

Valued Donors :

Balances for Charitable Gift Fund accounts are now available on [MyMerrill](#) and [Private Bank Account Access](#).

If you have a [Merrill Lynch](#) or [Private Bank Account](#), please log on directly to [MyMerrill](#) or [Private Bank Account Access](#), locate your CGF Account, and click on the hyperlink to sign-on directly to your Donor Portal dashboard.

If you have any questions, please contact us between the hours of 8:30am to 5:30pm ET. If you are a Financial Advisor, please contact us at [charitablegiftfund@reninc.com](mailto:charitablegiftfund@reninc.com) or 1.888.703.2345. Donors may contact the Gift Fund at [charitablegiftfund@bofa.com](mailto:charitablegiftfund@bofa.com) or 1.888.703.3436.

## Login to Your Account

Username

Password

[Login](#)

Forgot your [Username](#) or [Password](#)?



# Your Landing Page



Your name

Log Out

[Back to Account Summary](#)

## Example Fund

[Change Account >](#)

 [Recommend a Donation](#)



[Quick link](#)

Account Value will show here

ACCOUNT VALUE

My Dashboard

Contributions

Grants

Investments

Donor Resources

Documents

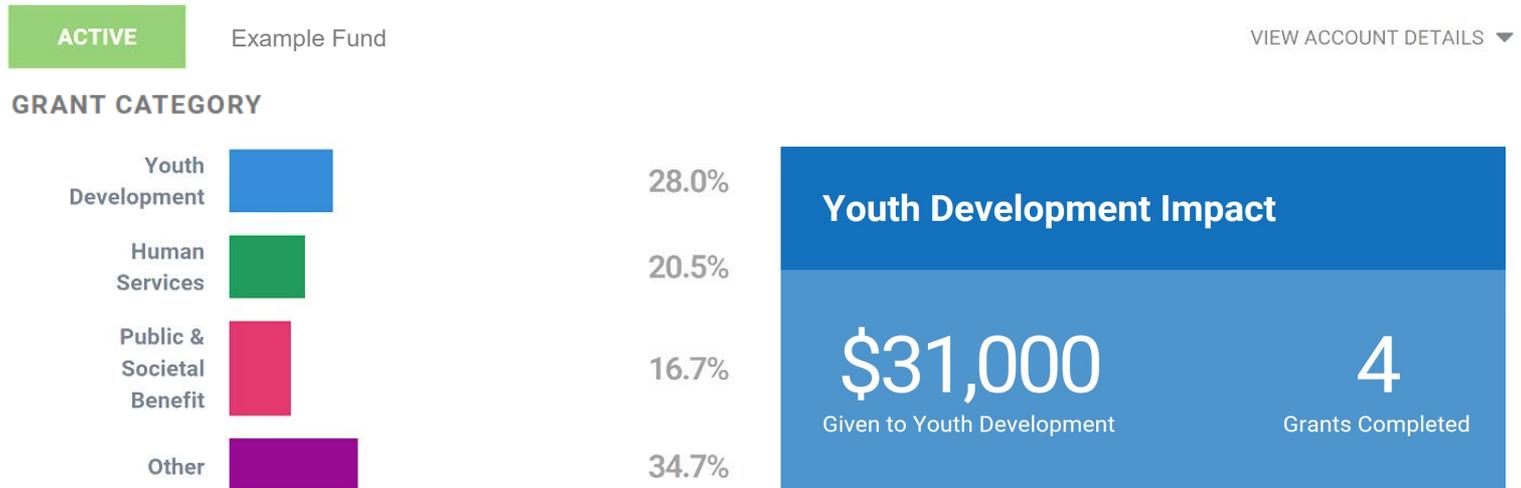
## Welcome to the Charitable Gift Fund

*Information will be posted here (i.e. system updates, natural disaster giving information, and reminders).*



# Your Landing Page (continued)

View your account activity by charitable sector, recent contributions and grants. Hover over each category for the total dollars and grants donated.



#### RECENT CONTRIBUTIONS

09/11/2018	<b>AOL Inc</b>	\$5,425.00
09/10/2018	<b>Check</b>	\$52,000.00
08/24/2018	<b>Bank of America Corp</b>	\$35,620.00

[View All](#)

#### RECENT GRANTS

**Last 3 grants paid displayed**

07/24/2019	<b>WOMENS LOCKER ROOM FOUNDATION INC</b>	\$360.00	<a href="#">REPEAT</a>
07/24/2019	<b>Boston Plan for Excellence</b>	\$10,800.00	<a href="#">REPEAT</a>
07/24/2019	<b>NATIONAL PKU ALLIANCE INC</b>	\$720.00	<a href="#">REPEAT</a>

[View All](#)

**See page 35 to set up**



#### Email Notifications

Get email updates about the status of your grants and contributions.

[Change Settings](#)

If you need assistance, please contact us at:

- **Donors - 888.703.3436**
- **Financial Advisors - 888.703.2345**

Mon-Fri 8:30 a.m. to 5:30 p.m. EST

or [email us](#)



# My Dashboard/Account Roles

View the people who currently have access to your fund and their roles (Donors, Active Grant Advisors, Successors, and Financial Advisors).

**My Dashboard** | Contributions | Grants | Investments | Donor Resources | Documents

Account Summary

Account Roles

**PRIMARY DONOR**

**Mr. David Jones**  
1234 Main Street  
Medfield, MA 02052  
☎ (508) 359- 6898

**Mr. Drew Smith**  
14558 Washington Street  
Brewer, ME 01742  
☎ (555) 555-5555

**OTHER DONOR**

**Mrs. Susan Jones**  
1234 Main Street  
Medfield, MA 02052  
☎ (508) 359- 6898

**ACTIVE ACCOUNT ADVISOR(S)**

**Ms. Flora Cario**  
200 Federal Street  
Boston, MA 02110  
☎ (617) 444-7890  
✉ f.cario@ustrust.com

Other Donor is an individual who has no privileges in the account but may have made a contribution to your fund at some point.

If you need to update any donor or advisor information, email [charitablegiftfund@bofa.com](mailto:charitablegiftfund@bofa.com)



# My Dashboard/Account Roles (continued)

View the people who currently have access to your fund and their roles (Donors, Active Grant Advisors, Successors, and Financial Advisors).

The dashboard features a navigation bar with the following items: **My Dashboard** (highlighted), Contributions, Grants, Investments, Donor Resources, and Documents. A dropdown menu is open under 'My Dashboard', showing 'Account Summary' and 'Account Roles' (indicated by a red arrow). Below the navigation bar, there are five role categories, each with a plus sign icon in a grey box:

- INDIVIDUAL SUCCESSOR**: INDIVIDUAL SUCCESSOR
- PRIMARY FINANCIAL ADVISOR**: PRIMARY FINANCIAL ADVISOR
- OTHER FINANCIAL ADVISOR**: OTHER FINANCIAL ADVISOR
- CHARITABLE ORGANIZATION/BENEFICIARY**: BENEFICIARY CHARITY SUCCESSOR
- INTERESTED PARTY**: INTERESTED PARTY



# Contributions

Within this tab you are able to monitor and view your contribution activity.



To make a contribution to your fund, fill out the Asset Transfer Form located in Donor Resources and follow instructions or reach out to your advisor.

**NOTE:**

The Charitable Gift Fund does not have the ability to pull assets from internal accounts to fund your donor advised fund. You, as the owner of the account, or your Merrill or Private Bank advisor must initiate the transfer with the delivering institution.



# Contribution Listing

Within this tab you can view contribution activity.

**Contribution Transfer Instructions**

If you are a Merrill client team member looking to transfer assets from your client's Merrill brokerage account: Please follow the instructions in [this guide on Resource Central \(PDF\)](#) to access the contribution selection and transfer tool through CEW.

All other funding sources (incl. Private Bank and Merrill EDGE): Please follow the relevant instructions on page 2 of the [CGF Asset Transfer Form \(PDF\)](#).

### Contributions Listing

**\$0.00**  
Total Contributions Received - Proceeds Posting \*  
**0**  
Received - Proceeds Posting \*

**\$100,000.00**  
Total Contributions Invested \*  
**2**  
Invested \*

**\$0.00**  
Total Contributions Received - In Process \*  
**0**  
Received - In Process \*

\* = Totals for period 8/7/2023 - 8/7/2024.

**Received - Proceeds Posting**  
Settled proceeds from your received contribution are posting to the selected investment strategy.

**Invested**  
The proceeds from the contribution have been invested in the selected investment strategy.

**Received - In Process**  
Ownership of the contributed asset(s) has transferred to the fund and is in process of liquidation and posting to the selected investment strategy.

### CONTRIBUTIONS

Start Date: 8/7/2023 | End Date: 8/7/2024 | [Apply Dates](#) | [Export to Excel](#)

ID	DATE	EXTERNAL ID	INVESTED	NAME	QUANTITY	VALUE	STATUS	DONE
1220211	8/2/2024		8/3/2024	wire	N/A	\$25,000.00	Invested	Bill Sill

How to change the date range from the current calendar year:

1. Calendar – select year and month from drop down, then click any day on calendar to populate a date.
2. Type date as mmddyyyy
3. Click Apply Dates
4. You can export to Excel to sort and do analysis

Click link to view contribution detail



# Grant Guidelines

## CHARITABLE GIFT FUND (CGF) GRANT GUIDELINES

All donor-advised funds, including the CGF, must adhere to IRS specifications for eligible charities and grant purposes. Failing to meet IRS specifications can result in significant tax penalties and adverse consequences for donors, charities, and the Charitable Gift Fund.

Eligible charities must be one of the following:

- ✓ A public charity as described in Internal Revenue Code Sections 501(c)(3)<sup>1</sup>
- ✓ A religious house of worship<sup>2</sup>
- ✓ A municipal organization, e.g. public school, public park, etc.

Eligible grants must:

- ✓ Be 100% tax deductible
- ✓ Be in alignment with the charity's mission
- ✓ Not provide personal benefit to the donor<sup>3</sup>
- ✓ Not relieve the donor of a personal financial obligation
- ✓ Not allow for or enable donor-control over how the funds will be spent

When recommending grants, please consult the following guidelines.

Purposes	Allowed	Prohibited
<b>Personal Pledges &amp; Commitments</b>	<ul style="list-style-type: none"> <li>· Not legally binding</li> <li>· Expressed as a non-binding intent to recommend a grant</li> </ul>	<ul style="list-style-type: none"> <li>· Satisfies a legally binding pledge, commitment, or personal obligation</li> </ul>
<b>Events<sup>3,4</sup></b>	<ul style="list-style-type: none"> <li>· Donation has nothing to do with attendance at the event</li> <li>· Sponsorship for an event only if donor waives all tangible benefits</li> </ul>	<ul style="list-style-type: none"> <li>· Tickets to an event, even if donor pays the non-deductible portion separately</li> <li>· Goods or services including auction items</li> </ul>
<b>Memberships<sup>3</sup></b>	<ul style="list-style-type: none"> <li>· Donor can and does waive all tangible benefits of membership</li> <li>· Houses of worship providing only religious and/or intangible benefits</li> </ul>	<ul style="list-style-type: none"> <li>· Charity cannot or donor will not waive all tangible benefits of membership</li> </ul>
<b>Scholarships</b>	<ul style="list-style-type: none"> <li>· General scholarship funds</li> <li>· Donor is not involved in selection of recipients</li> </ul>	<ul style="list-style-type: none"> <li>· Donor involved in selection of recipients</li> <li>· Donor is related to the recipient</li> </ul>
<b>Missionaries</b>	<ul style="list-style-type: none"> <li>· Charities sponsoring missionary work</li> <li>· For a specified missionary only if the charity exercises proper oversight of funds</li> </ul>	<ul style="list-style-type: none"> <li>· Charity does not oversee use of funds</li> <li>· Short-term missionary trips</li> </ul>
<b>Races, rides, walks, etc.</b>	<ul style="list-style-type: none"> <li>· OK if participant is not related to donor</li> <li>· If related, only after registration paid and minimum fundraising requirement has been met</li> </ul>	<ul style="list-style-type: none"> <li>· Cannot go towards a family member's registration fee or minimum fundraising requirement</li> </ul>
<b>International grants</b>	<ul style="list-style-type: none"> <li>· Allowed when grants are made to US public charities functioning as intermediaries</li> </ul>	<ul style="list-style-type: none"> <li>· Grants directly to charities based outside the United States</li> </ul>

Please contact the Charitable Gift Fund with questions regarding specific scenarios.

This Grant Guidelines factsheet is available as a PDF file in the Donor Resources tab in your CGF portal.

## Important Information

- For fastest processing, donors should enter grants online, through the CGF portal.
- Paper grant recommendations under \$250,000 may be faxed or scanned and emailed to [donations\\_cgf@reninc.com](mailto:donations_cgf@reninc.com).
- Paper grant recommendations of \$250,000 or more must be submitted on an original form with signature and mailed to the address on the form.
- If donors/grant advisors are found to have inaccurately represented information in a grant recommendation, they may be subject to IRS penalties<sup>3,4</sup> and required to indemnify the Charitable Gift Fund. The charity may be required to return the funds.

For questions:

### Donors

Call: 888.703.3436

Email: [charitablegiftfund@bofa.com](mailto:charitablegiftfund@bofa.com)

### Financial Advisors

Call: 888.703.2345

Email: [charitablegiftfund@reninc.com](mailto:charitablegiftfund@reninc.com)

<sup>1</sup> Per IRS guidelines, the CGF does not approve grants that require ongoing expenditure responsibility, including private non-operating foundations and 509a(3) non-functionally integrated charities.

<sup>2</sup> Religious houses of worship do not have to file as a 501(c)(3) to receive tax deductible donations. However, if they have not filed, houses of worship must provide evidence, including governing documents, of their status as a charitable religious organization.

<sup>3</sup> Personal benefits include: membership or dues with "more than incidental" tangible benefits; tickets or sponsorships that include entry to events; athletic funds providing points or other benefits; auction items; school tuition; support for individuals designated by the donor. IRS penalties can be assessed against a donor or grant advisor who receives a more than incidental benefit from a donor-advised fund. For more information, please see [IRS Notice 2017-73](#)

<sup>4</sup> Per specific IRS rules, donor-advised funds cannot approve split gifts, i.e. subtracting the non-deductible portion from a larger gift and paying the deductible portion from a donor advised fund. For more information, please see [IRS Notice 2017-73](#).



# Recommending a Grant

Under the Grants tab you can recommend grants and monitor submitted recommendations.

- Select Recommend a Donation to search for a charity and recommend a grant.
- Select Grants Listing to view status of previous grants and grant under review.
- Select Saved Grants to view recommendations not yet submitted for review.

The screenshot displays a dashboard interface. At the top left, there are two buttons: a red plus sign followed by "Add an Account" and a red heart followed by "Recommend a Donation". On the top right, the text "Account Value will show here" is displayed above "ACCOUNT VALUE". Below this is a horizontal navigation bar with several tabs: "My Dashboard" (dark blue), "Contributions" (light beige), "Grants" (dark blue, currently selected), "Investments" (light beige), "Donor Resources" (light beige), and "Documents" (light beige). A dropdown menu is open under the "Grants" tab, listing three options: "Grants Listing", "Recommend a Donation", and "Saved Grants".



# Recommend a Grant – Overview

Misspellings and mismatches may yield zero results. If you don't find your charity immediately, try different spellings, e.g. "Saint Peter" vs. "St. Peter." Or try starting with just the city or the zip code.

Saved Grants have not yet been submitted. (This section appears only if you Saved a grant prior to submitting it.)

Grant to Again appears after your first grant has been paid.

## Find a Charity

Start your grant recommendation by searching for a charity

Search by charity name or EIN

Search by zip code or by city, state

### Saved Grants

Select a saved grant to pick up where you left off. If a saved grant is not selectable, the organization does not meet the guidelines set forth by the DAF Sponsoring Charity, and therefore is ineligible for granting.

- ST. PAUL'S CHURCH
- UNIVERSITY OF VIRGINIA FOUNDATION

### Grant to Again

Select a charity that was previously granted to in the last 36 months from this account. [View full history](#)

- CAPITALISTS FOR SHARED INCOME
- UNIVERSITY OF VIRGINIA FOUNDATION
- CARDIGAN MOUNTAIN SCHOOL
- FAMILIES IN TRANSITION



# Recommend a Grant – Search for Charity

Enter the charity name **or** EIN to search the GuideStar database.

Misspellings and mismatches may yield zero results.

- Be sure to use the legal name of the charity
- If you misspell the charity name, it may not appear
- If you enter a verified charity but the wrong town, it will not appear

Hint: start with charity name/EIN and add location information to narrow the search results, or vice versa, as necessary

**Find a Charity**  
Start your grant recommendation by searching for a charity

Search bar: boston [X] [Q] [Search by zip code or by city, state]

164 Results found

	<b>BOSTON PLAN FOR EXCELLENCE</b> 27 Wormwood St Ste 110 Boston, MA 02210-1625 EIN Will automatically show here	<a href="#">View charity details</a>	<a href="#">Select</a>
	<b>BOSTON CHILDRENS FUND</b> 675 Vine Plwy Chestnut Hill, MA 02467-3656 EIN Will automatically show here	<a href="#">View charity details</a>	<a href="#">Select</a>
	<b>BOSTON PUBLIC LIBRARY FOUNDATION, INC.</b> 700 Boylston St Boston, MA 02116-2813 EIN Will automatically show here	<a href="#">View charity details</a>	<a href="#">Select</a>
	<b>ANIMAL RESCUE LEAGUE OF BOSTON</b> 10 Chandler St Ste 105 Boston, MA 02116-5221 EIN Will automatically show here	<a href="#">View charity details</a>	<a href="#">Select</a>
	<b>CHILDREN'S HOSPITAL CORPORATION DBA CHILDREN'S HOSPITAL BOSTON</b> 300 Longwood Ave Boston, MA 02115-5724 EIN Will automatically show here	<a href="#">View charity details</a>	<a href="#">Select</a>
	<b>DRESS FOR SUCCESS BOSTON INC</b> 989 Commonwealth Ave Boston, MA 02215-1308 EIN Will automatically show here	<a href="#">View charity details</a>	<a href="#">Select</a>

[Load More Search Results](#)

Having trouble finding the charity you're looking for? [Suggest a new charity](#)

You can start with the city or zipcode

Choose a charity by clicking the Select button

To learn more about the charity, click "View charity details"

Select "Suggest a new charity" to manually enter a charity if you don't find the one you are looking for.

# Recommend a Grant – Suggest a New Charity

[← Back to Search](#)

## Suggest a New Charity

Please enter details of the charity you're suggesting for your grant

### Charity Information

**Organization Name \***

  
**Tax Identification Number**  
**Address \***

Address verified automatically

This address has been verified by USPS as a valid address.

If you continue, please be aware that it may take **1–3 business days** for us to verify that the suggested charity is an eligible 501(c)(3).

[Cancel](#) [Save and Continue to Grant](#)

Enter information in the required fields, marked by a red asterisk.

Verifying a manually entered charity can sometimes take significantly longer.

Click the Save and Continue button.

# Recommend a Grant – Details

Recommend a Grant for  
**Friends of Boston College Hockey**  
EIN 99-9999999

---

**Grant Amount** •  
Grant Amount must be equal to or greater than the minimum value \$250.  
 **\$8,792,102.19**  
Grantable Balance

Account is closing.

---

**Grant Details**

**Grant Timing** •  
When would you like to begin processing your grant recommendation?  
**Process Immediately** | Future Date | Recurring Dates

**Grant Purpose** •  
Please tell us if the charity should use this grant for a specific purpose or if they can use it as needed.

---

**Acknowledgements** •  
How would you like to be acknowledged in the grant correspondence with the charity?  
**Fund Name Only**  
Summers-New Family Donor Advised Fund  
My DAF [Change Acknowledgement](#)

---

**Delivery Method**  
A grant check will be delivered by mail.

Account closing grants typically require a few extra days for processing.

Minimum \$250.00.

- Options for choosing timing
- Monthly
  - Quarterly
  - Semi-annually
  - Annually

Future grants can begin a minimum of 5 days from date of entry

Default lists just the Fund Name with the grant, e.g. "My DAF"

# Recommend a Grant - Select Grant Purpose

## Grant Purpose •

Please tell us if the charity should use this grant for a specific purpose or if they can use it as needed.

Default is "Use as needed."  
Grant is unrestricted and charity decides how to use it.

Use as needed

Please select one

Pledge

Event sponsorship

Membership

Missionary

Run / walk / ride

Scholarship

Other

When applicable, user selects a specific grant purpose.  
\*Please review the Grant Guidelines factsheet and select the most appropriate purpose for your grant.\*

Use "Other" to denote purposes such as Annual Fund, Capital Campaign, In Memory Of, etc.



# Recommend a Grant – Specific Attestation

Selecting a specific grant purpose generates an initial disclaimer

**Grant Purpose •**  
Please tell us if the charity should use this grant for a specific purpose or if they can use it as needed.

Event sponsorship

## Event sponsorship

**Disclaimer**  
Per IRS guidelines, grants from donor-advised funds cannot provide any personal benefits to the donor, including tickets or sponsorships that include entry to events. Donors may recommend grants for event sponsorship only if: 1) the grant has nothing to do with attendance at the event; and 2) the donor waives all tangible benefits associated with the event.

Per additional, specific IRS rules, donor-advised funds cannot approve split gifts, i.e. subtracting the non-deductible portion from a larger gift and paying the deductible portion from a donor-advised fund. For more information, please see **IRS Notice 2017-73**.

IRS penalties are assessed against a donor or grant advisor who receives a more than incidental benefit from a donor-advised fund. For more information, please see **IRS Notice 2017-73**.

By checking this box, I attest that this grant will not pay any portion of a ticket or sponsorship that provides entrance for me, family members or close associates. If I attend the event, I will pay the full ticket price and/or sponsorship amount separately from my donor-advised fund.

Add Additional Details

Additional Details tell the charity more about your grant.  
Examples:  
• “2024 Gala general donation”  
• “25<sup>th</sup> reunion gift”

User must confirm before proceeding

**Agreement •**  
 I confirm this grant is not being used to provide such benefit.



# Recommend a Grant - Acknowledgements

## Acknowledgements

How would you like to be acknowledged in the grant correspondence with the charity?

### Custom Name and Address

Personalize the acknowledgement to your preference.

Change Acknowledgement

Include Fund Name

## Custom Acknowledgement

### Who should be acknowledged?

Please enter a name

### Address Line 1

Enter street address or PO Box

Enter Address Line 1

### Address Line 2

Example: Apt 4

### City

### State / Province

Select State / Province

### Postal Code

Save Custom Acknowledgement

Acknowledgement (to whom the charity might want to write a thank you note)

- This will be displayed on the check
- You can select to Remain Anonymous
- You can create and save custom acknowledgements
- The default is Fund Name Only

## Acknowledgements

### Select an Acknowledgement

#### Remain Anonymous

The charity will not be provided any details on who sent the grant.

#### Custom Name and Address

Personalize the acknowledgement to your preference.

#### Fund Name Only

Fund name will appear here



#### Grant Advisor Name and Address

#### Grant Advisor Name Only

Ken Carson

#### Barbara Millicent Roberts

1234 Main Street  
Los Angeles, CA 90059



User can maintain a list of custom acknowledgements.

Click the trash can icon to delete a custom acknowledgement.



# Recommend a Grant – Address and Attention to/Contact Person

## Delivery Method

A grant check will be delivered by mail.

### Charity Address Selection

**Available Mailing Addresses •**  
This charity has multiple addresses available. We've preselected the most common address used, but you may select a different address.

309 Chicago Street  
Washington, DC 20010

**Attention To**  
Entries to this field will display under the charity name for grant details, grant checks, and grant letters but will not be a permanent addition to the address.

Please enter a name This name will appear on the check.

**Contact Phone**  
Please enter the contact phone.

( ) - -

Cancel **Review Grant**

Defaults to an address on record whenever available. You can also suggest a different address, which may add to processing time for verification.

1. Contact person and phone number for CGF if there are questions about the grant.
2. This name will appear on the check.

Click to proceed.



# Recommend a Grant - Review

← Back to Form

## Review Your Grant

Almost done! Let's review and confirm your recommendation.

**Need to make a change?  
Click here.**

**PROCESS IMMEDIATELY**

**Review details**

**\$365.00**  
**Capitalists for Shared Income**  
EIN 99-9999999

*Mail a grant check to the charity*

Attn: Bradley Y  
PO BOX 352  
WALNUT CREEK, CA 94597-0352

**Grant Purpose**  
Other  
One year of support for one individual

**Please Acknowledge**  
Barbara Millicent Roberts  
1234 Main Street  
Los Angeles, CA 90059

[Edit Grant](#)



# Recommend a Grant – Attest and Submit

General attestation must be checked before proceeding.

### Agreement

I have read and agree to the terms below:

As an advisor to the Bank of America Charitable Gift Fund, I recommend this grant from the above-named fund. In accordance with IRS guidelines, I attest that no goods, services or other non-tax deductible benefits will be received as a result of this grant. This grant does not represent the payment of any legally binding pledge or other financial obligation. Neither I nor any related party have a controlling interest in the selected charity or supporting organization. I understand that this grant will be reviewed and must be approved by the Bank of America Charitable Gift Fund prior to payment.

[Save for Later](#) [Cancel](#) [Submit Grant](#)

Not ready to Submit?  
Save the grant to submit at a later date.

Ready to Submit?  
CGF will begin grant review.



# Recommend a Grant – Successful Submission

## Grant is in Progress

Please allow up to 10 business days for your grant to be issued.

### Trustees for Harvard University

EIN 99-9999999

GRANT ID 9999999 [View details](#)

**\$2,500.00**

A Grant ID is assigned. View details takes user to the Grant Details page.

In Progress

Your grant will be processed as soon as possible. You can review its progress from the grant listings page.

[Back to Account Home](#)

[Grant Again](#)

Return to Find a Charity to start another recommendation.

*You may also confirm that the grant has been submitted, click on Grants, Grants Listing and it will show under Pending Grants*



# Grant Listing – Details of grants in various categories

Grant Listing Recommend a Grant

**\$127,188.01**  
Total Grants Paid \*

**0** Processing \*    **15** Under Review \*    **25** Paid \*    **1** Future    **3** Recurring

\* = Totals for period 3/14/2023 - 3/14/2024.

**Under Review**

Grants submitted and under review

**Paid Grants**

The grant has been paid to the qualified charitable organization.

**Recurring Grants**

Grants that are scheduled for recurring payments of the same amount over a period of time.

To change the date range from the current calendar year:

1. Calendar – select year and month from drop down and click on any day to populate a date.
2. Or type date as mmddyyyy.
3. Click Apply Dates – otherwise date range does not change.

PENDING GRANTS

Start Date: 3/14/2023    End Date: 3/14/2024    Apply Dates    Export to Excel

ID *	EXTERNAL ID *	RECEIVED *	RECIPIENT *	AMOUNT *	TYPE *	
2729873		3/14/2024	Capitalists for Shared Income	\$365.00	Grant	<span>REPEAT</span>

To view grant details, including check number and date cleared, click on the grant ID #.

PAID GRANTS

ID *	EXTERNAL ID *	PAID *	RECIPIENT *	AMOUNT *	TYPE *	
2729789		3/12/2024	President and Fellows of Harvard College	\$1,872.00	Grant	<span>REPEAT</span>
2729753		3/12/2024	DANIEL MURPHY SCHOLARSHIP FUND	\$100,001.00	Grant	<span>REPEAT</span>

**Repeat**  
Prefills grant recommendation to the charity.

You can **edit**:

1. Amount
2. Timing
3. Purpose
4. Acknowledgment



# Grant Details

Grant #2729873 Details

[← Return to Previous Page](#)

### GRANT RECIPIENT INFORMATION

**Name:** Capitalists for Shared Income  
**EIN:** 99-9999999  
**Contact:** braoiey r  
**Contact Phone:** (925)555-1212  
**Address 1:** PO BOX 352  
**City:** WALNUT CREEK  
**State:** CA  
**Zip:** 94597  
**Advisor:** Jim Barker

### GRANT INFORMATION

**External ID:**  
**Date Received:** 3/14/2024  
**Date Approved:** 3/14/2024  
**Date Issued:** 3/14/2024  
**Check Number:** 000001293  
**Date Cleared:** 3/14/2024  
**Grant Amount:** \$385.00

If there is no date here, the check has not yet cleared

### CHARITY CHECK REPORT(S):

- [Charity Check Report - 3/14/2024](#)

### GRANT TIMING

One time grant to be processed immediately

### GRANT RECOGNITION

**Recommended by:** Barbara Millicent Roberts  
1234 Main Street  
Los Angeles, CA 90059

### GRANT PURPOSE

**Purpose:** Other - One year of support for one individual



# Successful Submission

add a grant?'."/>

My Dashboard | Contributions | **Grants** | Investments | Donor Resources | Documents

## Preliminary Grants

GRANT DETAILS      PREVIEW      SUBMITTED

✓      ✓      3

✓ Grant recommendation(s) successfully submitted.

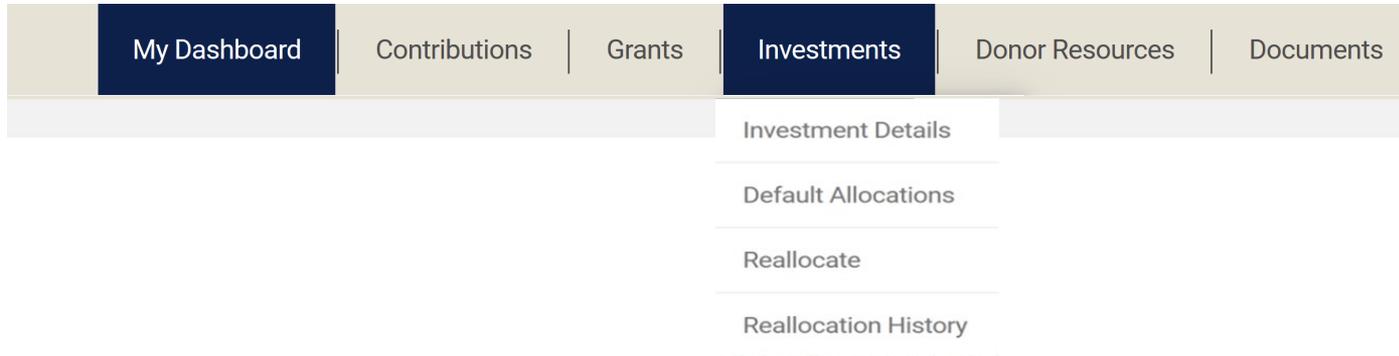
i You have no preliminary Grants. Would you like to [add a grant?](#)

*If you would like to confirm that the grant has been submitted, click on Grants, Grants Listing and it will show under Pending Grants*



# Investments

 [Recommend a Donation](#)



**Note:** You can choose to reallocate your investment strategy up to four (4) times a year, but not more than once in a 30 day time frame. After initial funding, you must wait 30 days before submitting a reallocation. You can also send us the completed Investment Reallocation Form (via mail, email, or fax).

Investment reallocation requests received during the last two (2) business days of the quarter will not be processed until after the 4<sup>th</sup> business day of the next quarter. This is to facilitate accurate statement reporting.



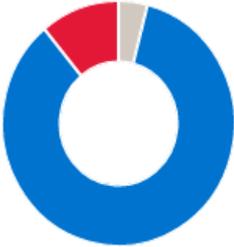
# Investment Details

Performance reflects your assets in the selected investment strategy.  
Market Value divided by NAV = Pool Share Quantity

**Investments**

**BREAKDOWN**

**CIO DAF Appreciation Passive**  
Capital appreciation with a modest potential for current income generation. Investments are primarily in equities with a modest allocation to fixed-income securities and, where appropriate, other asset classes.



Total Cash:	4.00%
Total Equity:	85.00%
Total Fixed:	11.00%

Breakdown for your selected investment allocation

**PERFORMANCE**

**\$32,087,857.60**  
Market Value

Net Asset Value	\$10.00
Pool Share Quantity	3208785.76

*Assets last priced on 07/19/2019*

The Fund Catalog and Performance are located in Donor Resources.



# Reallocating Your Investment

The CGF offers seven different investment strategies ranging from long-term appreciation to fixed income, plus a Principal preservation fund. (see below) The seven strategies are offered in two portfolio types. This flexibility allows you to match your investment strategy with your grant-making objectives.

## Reallocate

[← Return to Investments](#)

Complete this section to reallocate your investment objective and/or change the portfolio type. Please note that a Charitable Gift Fund account investment objective can only be reallocated four times per calendar year and only once within a 30 day period. After initial funding, you must wait 30 days before submitting a request. Please read the Bank of America Charitable Gift Fund Program Guidelines before making your selection. Investment reallocation requests received the last two (2) business days prior to the quarter end will not be processed until after the 4th business day of the next quarter. This is to facilitate accurate statement reporting. You can choose from a sustainable portfolio consisting of separately managed accounts or a passively managed portfolio that includes Exchanged Traded Funds (ETFs).

For information on the holdings in each investment strategy, please click on the Donor Resources tab in the main menu bar. From here you can access the Portfolio Construction Catalogue.

### CURRENT ALLOCATIONS

*Both portfolios shown here for your reference*

You can select a maximum of 1 Asset Pool(s).

ETF Portfolio

- CIO DAF Principal Preservation(###90003)
- CIO DAF All Fixed Passive(###90011)
- CIO DAF Current Income Passive(###90012)
- CIO DAF Balanced Income Passive(###90013)
- CIO DAF Balanced Passive(###90014)
- CIO DAF Balanced Return Passive(###90015)
- CIO DAF Balanced Appreciation Passive(###90016)
- CIO DAF Appreciation Passive(###90017)

Amount left to invest 0%

Request Type

Sustainable Portfolio

- CIO DAF All Fixed Sustainable(###90004)
- CIO DAF Current Income Sustainable(###90005)
- CIO DAF Balanced Income Sustainable(###90006)
- CIO DAF Balanced Sustainable(###90007)
- CIO DAF Balanced Return Sustainable(###90008)
- CIO DAF Balanced Appreciation Sustainable(###90009)
- CIO DAF Appreciation Sustainable(###90010)
- CIO DAF Principal Preservation(###90003)

*Click on Save to complete your reallocation* →

**Save**



# Donor Resources - Forms

If you prefer to use a hard copy, select 'Donor Resources' to locate the document. Selecting either 'Donor Resources' or 'Forms' return the same results.



The screenshot shows a navigation bar with the following items: My Dashboard, Contributions, Grants, Investments, Donor Resources (highlighted in dark blue), and Documents. A dropdown menu is open under 'Donor Resources', showing the option 'Forms'.

- Asset Transfer Form (PDF)
- Authorized Advisor Form (PDF)
- CGF Fee Schedule (PDF)
- CGF Grant Guidelines Factsheet (PDF)
- CGF Investment Reallocation Form (PDF)
- CGF Program Guidelines (PDF)
- Grant Recommendation Form (PDF)
- Successor Recommendation Form (PDF)

Available forms include:

- Asset Transfer Authorization Form
- Authorized Advisor Recommendation Form
- Investment Reallocation Form
- CGF Program Guidelines
- Grant Recommendation Form
- Successor Recommendation Form



# Documents

You will find copies of your quarterly reports, gift receipts, grant letters and account correspondence. Choosing Documents or 'Statements & Documents' return the same results.

**Note:** All documents are paperless e-delivery. You will receive an email notification of any account activity and will be directed to this page to review the activity. Contact us to change your delivery back to paper.

+ Add an Account    ❤️ Recommend a Donation    Account Value will show here  
ACCOUNT VALUE

My Dashboard   Contributions   Grants   Investments   Donor Resources   **Documents**

Documents

Statements & Documents  
Delivery Settings

The standard delivery method for donor correspondence and documents is paperless e-delivery for all donor advised fund accounts for which you are associated. You can change this at any time after your account has been opened by contacting us at 888.703.3436 or [charitablegiftfund@bofa.com](mailto:charitablegiftfund@bofa.com) if you are a Donor; 888.703.2345 or [charitablegiftfund@reninc.com](mailto:charitablegiftfund@reninc.com) if you are a Financial Advisor.

Year: 2023 ▾

**CONTRIBUTION LETTER**    Delivery Settings

- [09-27-2022](#) - Klient, Kay – 06-05-2019

**STATEMENT**

- [Example Fund-Q1-2019 Statement-Klient, Kay](#)

**GRANTOR LETTER**

- [Grantor Letter Klient, Kay – 06-05-2019](#)



# Delivery Settings

My Dashboard

Contributions

Grants

Investments

Donor Resources

Documents

## Manage Statements

*This indicates how you receive statements. If you wish to change your delivery method, contact us.*

### CORRESPONDENCE

You may select up to 50 recipients.

Only one (1) will be issued per address.

**Statement Frequency:**

#### Statement Recipient

Name: Mr. John Doe

1234 Main Street  
Anytown, MA 12345

✉ jdoe@email.com

**Delivery Method: Paperless**

#### Statement Recipient

Name: Mrs. Jane Doe

1234 Main Street  
Anytown, MA 12345

✉ janedoe@email.com

**Delivery Method: Paperless**



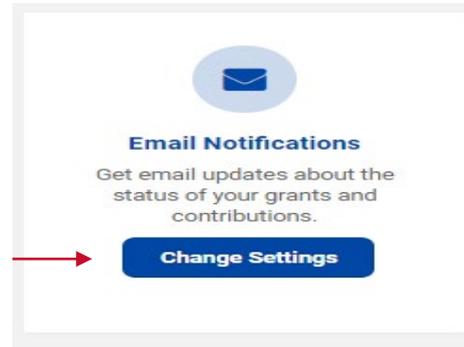
ADD STATEMENT RECIPIENT



# Email Notifications – Opting In/Opting Out

This allows you to select email notifications to alert you after the transaction(s) you've chosen occur

On the dashboard page, click



Hover over your name in upper right hand corner to access email notifications  
[Your Name](#) [Log Out](#)

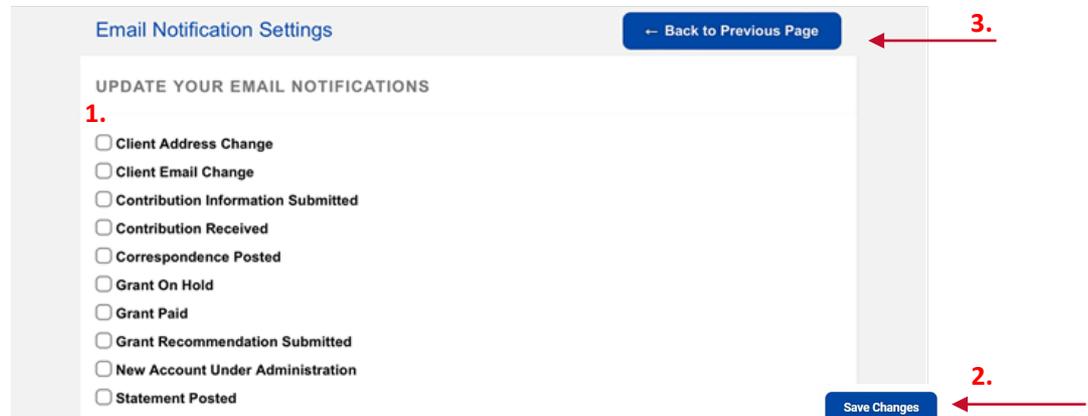
Email Notifications

If you need assistance, please contact us:

Financial Advisors -  
888.703.2345  
[charitablegiftfund@reninc.com](mailto:charitablegiftfund@reninc.com)

Donors -  
888.703.3436  
[charitablegiftfund@bofa.com](mailto:charitablegiftfund@bofa.com)  
Mon-Fri 8:30 a.m. to 5:30 p.m. EST

1. Check or uncheck the box(es) of emails notifications you'd like to receive.
2. Save Changes.
3. Click 'Back to Previous Page' button to leave the page.

A screenshot of the 'Email Notification Settings' page. At the top right is a blue button labeled '← Back to Previous Page'. Below it is a section titled 'UPDATE YOUR EMAIL NOTIFICATIONS' with a list of notification types, each with an unchecked checkbox. A red '1.' points to the first item, 'Client Address Change'. At the bottom right is a blue button labeled 'Save Changes', with a red '2.' pointing to it. A red '3.' points to the 'Back to Previous Page' button.

Contribution Information Submitted:  
Contribution Received:  
Grant Recommendation Submitted:  
Grant Paid:

Confirmation that a planned contribution has been successfully submitted  
Confirmation that the planned contribution has been posted  
Confirmation a grant recommendation was successfully submitted  
Confirmation that a grant was issued to the charity



**BANK OF AMERICA**

