

# Guide to Navigating Your Donor-Advised Fund

The Bank of America Charitable Gift Fund



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Investment products:

|                             |                                |                       |
|-----------------------------|--------------------------------|-----------------------|
| <b>Are Not FDIC Insured</b> | <b>Are Not Bank Guaranteed</b> | <b>May Lose Value</b> |
|-----------------------------|--------------------------------|-----------------------|

**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

**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

**Donor Advised Fund accounts\***

- SAML Development Fund \$208,000.00

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

**Charitable Impact for Year to Date**

| 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**

| Charity   | Amount      |
|---|-------------|
| Meals On Wheels of Hendricks County Indiana Inc | \$42,000.00 |
| NATIONAL PKU NEWS                               | \$38,000.00 |
| Cook for Love Inc                               | \$10,000.00 |

**Latest Grants Activity**

| 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



Logout

[Back to Account Summary](#)

[Change Account](#)

[Recommend a Donation](#)

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.

ACTIVE

VIEW ACCOUNT DETAILS ▼

## BY CATEGORY



28.0%

## Youth Development Impact

20.5%

\$31,000

Given to Youth Development

4

Grants Completed

16.7%

34.7%

## RECENT CONTRIBUTIONS

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

View All

## RECENT GRANTS

Last 3 grants paid displayed

|            |                                   |             |        |
|------------|-----------------------------------|-------------|--------|
| 07/24/2019 | WOMENS LOCKER ROOM FOUNDATION INC | \$360.00    | REPEAT |
| 07/24/2019 | Boston Plan for Excellence        | \$10,800.00 | REPEAT |
| 07/24/2019 | NATIONAL PKU ALLIANCE INC         | \$720.00    | REPEAT |

View All

See page 35 to set up



### Email Notifications

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

Change Settings

If you need assistance, please contact us at:

- Donors - 888.703.3436
- Financial Advisors - 888.703.2345

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)**

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).

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

Account Summary

Account Roles

INDIVIDUAL SUCCESSOR

PRIMARY FINANCIAL ADVISOR

OTHER FINANCIAL ADVISOR

CHARITABLE ORGANIZATION/BENEFICIARY

INTERESTED PARTY

INDIVIDUAL SUCCESSOR

PRIMARY FINANCIAL ADVISOR

OTHER FINANCIAL ADVISOR

BENEFICIARY CHARITY SUCCESSOR

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.

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

**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   | DONOR    |
|---------|----------|-------------|----------|------|----------|-------------|----------|----------|
| 1220211 | 8/2/2024 |             | 8/3/2024 | wire | N/A      | \$25,000.00 | Invested | Bill Sil |

- 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 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](#)

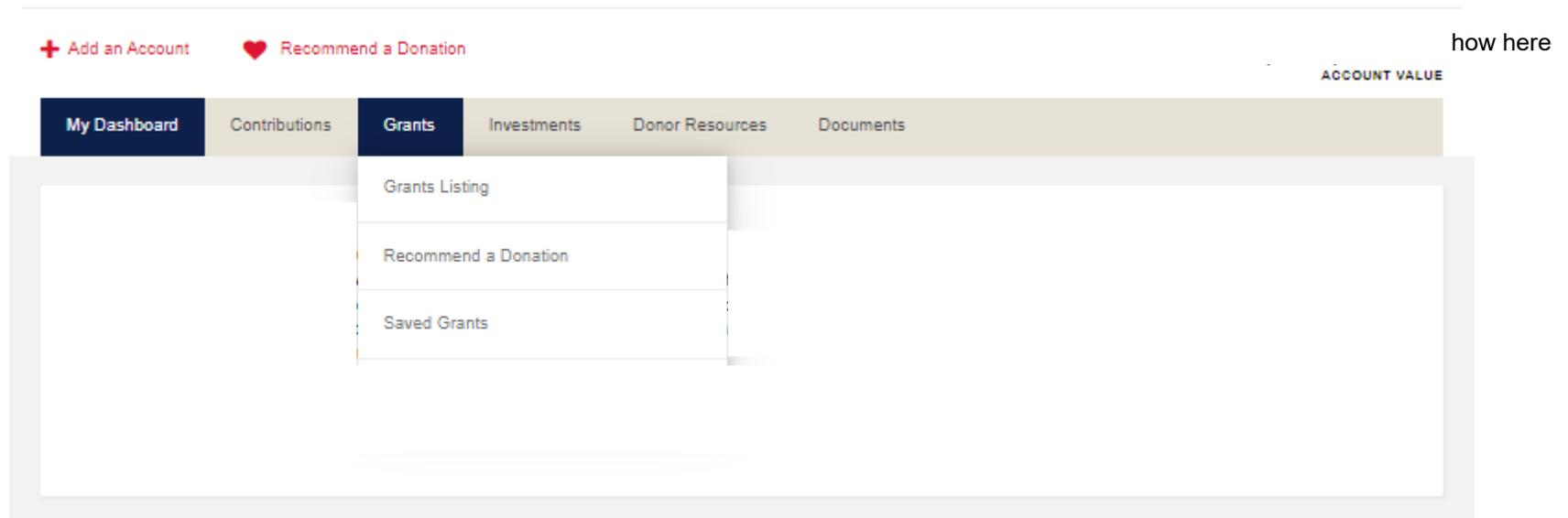
<sup>4</sup> Per specific IRS rules, donor-advised funds cannot approve split gifts, i.e. subtracting the non-deductible portion from a larger gift and paying the deductible portion from a donor advised fund. For more information, please see [IRS Notice 2017-73](#).



# 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 web dashboard interface. At the top left, there are two buttons: '+ Add an Account' and 'Recommend a Donation' with a heart icon. On the right side, there is a label 'ACCOUNT VALUE' and the text 'how here'. Below these is a navigation bar with several tabs: 'My Dashboard', 'Contributions', 'Grants', 'Investments', 'Donor Resources', and 'Documents'. The 'Grants' tab is currently selected and highlighted in dark blue. A dropdown menu is open under the 'Grants' tab, showing three options: 'Grants Listing', 'Recommend a Donation', and 'Saved Grants'. The main content area below the navigation bar is mostly blank, with a light gray border.



# 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.

The screenshot shows the 'Find a Charity' interface. At the top, the title 'Find a Charity' is displayed in blue, followed by the subtitle 'Start your grant recommendation by searching for a charity'. Below this are two search input fields: 'Search by charity name or EIN' with a magnifying glass icon, and 'Search by zip code or by city, state' with a location pin icon. The 'Saved Grants' section is titled 'Saved Grants' and includes a note: '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.' It contains two cards: 'ST. PAUL'S CHURCH' and 'UNIVERSITY OF VIRGINIA FOUNDATION', each with a trash can icon. The 'Grant to Again' section is titled 'Grant to Again' and includes a note: 'Select a charity that was previously granted to in the last 36 months from this account.' A 'View full history' link with a dropdown arrow is on the right. It contains four cards: 'CAPITALISTS FOR SHARED INCOME', 'UNIVERSITY OF VIRGINIA FOUNDATION', 'CARDIGAN MOUNTAIN SCHOOL', and '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] [Location icon] Search by zip code or by city, state

164 Results found

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

251.00

**\$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.

Use 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

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



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.

**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.

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

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 to contact if there are questions about the grant.
2. This name will appear on the check memo line.

Cancel  Click to proceed.



# Recommend a Grant - Review

← Back to Form

## Review Your Grant

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

**PROCESS IMMEDIATELY**

**\$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

**Special instructions for processing**  
Please email Brad directly for any questions about this charity.  
BradleyY@hotmail.com

[Remove](#) [Edit Instructions](#)

[Edit Grant](#)



# Recommend a Grant – Attest and Submit

**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

General attestation must be checked before proceeding.

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

\$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** **0** **15** **25** **1** **3**  
 Total Grants Paid \* Processing \* Under Review \* Paid \* Future 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  | <b>REPEAT</b> |

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  | <b>REPEAT</b> |
| 2729753 |               | 3/12/2024 | DANIEL MURPHY SCHOLARSHIP FUND           | \$100,001.00 | Grant  | <b>REPEAT</b> |

**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.



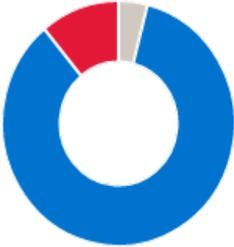
# Investment Details

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 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)

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)

Amount left to invest 0%

Request Type

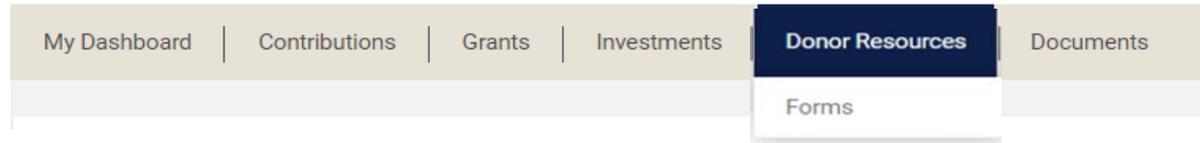
*Click on Save to complete your reallocation* →

**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.

The screenshot displays a web application interface for account management. At the top, there are two buttons: '+ Add an Account' and 'Recommend a Donation'. Below these is a navigation bar with tabs for 'My Dashboard', 'Contributions', 'Grants', 'Investments', 'Donor Resources', and 'Documents'. The 'Documents' tab is active, and a dropdown menu is open, showing 'Statements & Documents' and 'Delivery Settings'. The main content area is titled 'Documents' and contains a message about e-delivery. Below the message is a 'Year:' dropdown menu set to '2023'. The document list is organized into sections: 'CONTRIBUTION LETTER' with a 'Delivery Settings' button, 'STATEMENT' with one item 'Example Fund-Q1-2019 Statement-Klient, Kay', and 'GRANTOR LETTER' with one item 'Grantor Letter Klient, Kay - 06-05-2019'. The BofA logo is in the bottom left corner.

+ Add an Account    ❤️ Recommend a Donation    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 - GIFFOR3

**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**



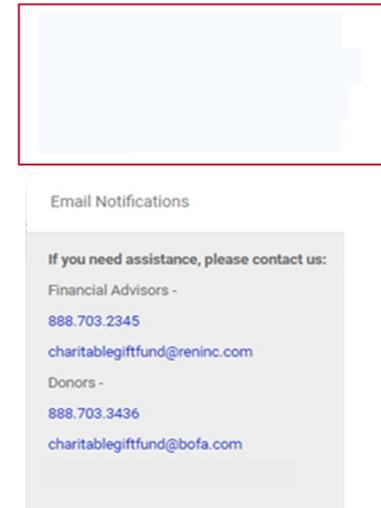
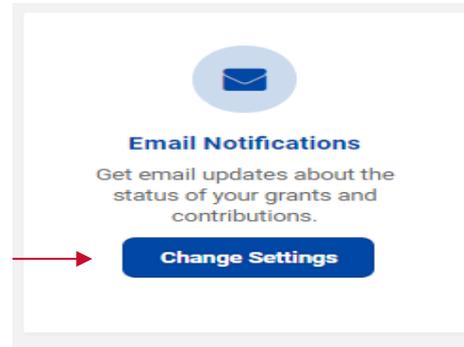
ADD STATEMENT RECIPIENT



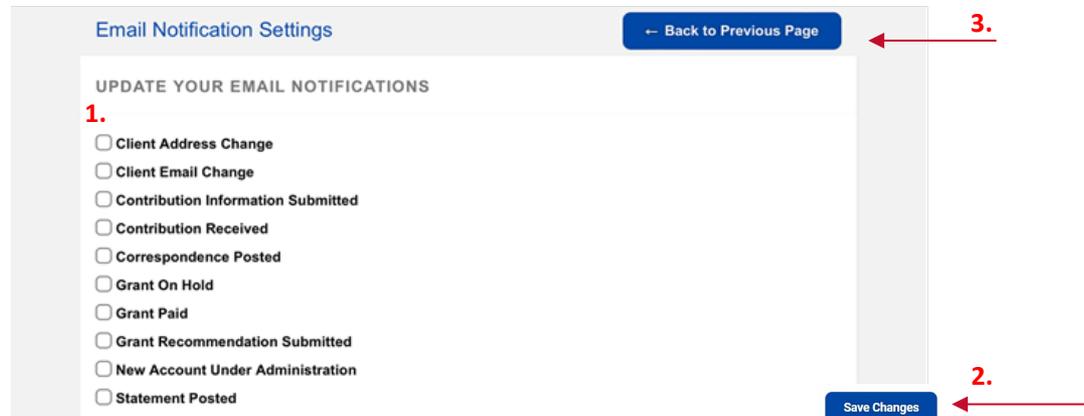
# Email Notifications – Opting In/Opting Out

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

On the dashboard page, click



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.



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**

