



**OREGON JEWISH COMMUNITY FOUNDATION
POLICIES AND PROCEDURES FOR THE
ESTABLISHMENT AND ADMINISTRATION OF FUNDS
(As approved by the Board of Trustees June 24, 2026 (the Effective Date))**

Article 1. ESTABLISHMENT AND PURPOSE

1.1 Donor Component Funds. The Oregon Jewish Community Foundation (“OJCF”) offers multiple options for donors to make philanthropic contributions:

Donor Advised Funds (“DAFs”) allow the donor and their designees the privilege of recommending possible grant recipients and investment options.

Corporate Advised Funds allow a company to establish a DAF with Donor Advisors who can serve in perpetuity.

Field of Interest Funds, which allows the donor to support multiple named charitable organizations or an area of charitable interest. A donor can also select a defined geographic area or specific community to benefit from grant distributions.

Designated Fund which allows the donor to support a named charity or charities in perpetuity or for a number of years.

Named Endowed Fund allows the donor to contribute to the OJCF endowment fund so that OJCF can make awards to the most effective charities in the name of the donor’s fund.

1.2 Scholarship Endowment Fund. OJCF scholarship endowment funds offer scholarships for higher education, technical and vocational programs, and Jewish summer camp. Donors may contribute to an OJCF scholarship endowment fund with any level of contribution. No distribution may be made from a scholarship fund unless the balance as of the most recent fiscal quarter end equals or exceeds \$25,000.

1.3 Nonprofit Component Funds. Nonprofit Organization Funds (Charitable Partner Funds) are non-endowed funds established by an organization that is recognized as a public charity described in Code Section 509(a)(1), (a)(2) or (a)(3) for the benefit of that organization.

Article 2. DAFS

2.1 Terms of DAFs. A DAF is a component fund of OJCF. As required by law, all assets contributed to the DAF are transferred irrevocably. All legal control and responsibility for the funds, including investment and distribution decisions, is held by OJCF. Each Fund shall be recorded on the books and records of OJCF as a separate fund. Donors may restrict the fund by providing that grants must be made within specific areas of interest or by endowing the fund. DAFs also allow the Donor or the Donor's Designees to have the privilege of providing recommendations to OJCF regarding grantees and investment options.

2.2 Name. DAFs may be named for the donor(s) or given another name as requested by the donor. OJCF has the sole-authority to reject any name requested by the donor.

2.3 Funding Requirement and Minimum Balance. A DAF may be created with a contribution of \$1,800 or more. OJCF accepts cash and publicly traded securities as a matter of policy. Other assets are accepted with approval as provided under the terms of the Gift Acceptance Policy. The minimum grant recommendation amount from a DAF is \$180. No distributions from the DAF may be recommended if the distribution would cause the DAF balance to drop below the \$1,800 minimum.

2.4 Designated Advisors. A donor may serve as the Donor Advisor for a fund and may designate any other person or persons over the age of 18 years to serve as additional Advisors to serve concurrently with the Donor Advisor (a "Designated Advisor"). A donor may also appoint successor Advisors to serve in the event that one of the currently serving Designated Advisors is unable or unwilling to continue to serve. A fund may have no more than three Advisors serving at any one time without the Foundation's written consent. When multiple Advisors are serving, the Foundation may act on a recommendation from any then serving Advisors, unless the Fund Agreement specifies something to the contrary or the Donor Advisor designates which Advisor will have the sole authority to make recommendations on behalf of the group of Advisors.. The donor, or the then currently serving Donor Advisors may appoint, remove, or modify any Designated Advisor or successor Advisor.

2.5 Advisory Privileges. An Advisor has the privilege of recommending charitable distributions and investment options, receiving fund reports and appointing successor Advisors. The Donor Advisor may provide that successor Advisors have authority to exercise one or all of the Advisor privileges or may limit Advisors' authority to exercising only certain privileges. Advisors may receive an annual report of all income and distributions made from the Fund for the prior calendar year.

2.6 OJCF Authority. While OJCF considers and evaluates all Advisor recommendations, such recommendations are solely advisory and OJCF is not bound by such recommendations. OJCF, as a public charity, will not make any distribution from a DAF except as a distribution from OJCF for its charitable purposes. Additionally, no such distribution may be used to discharge or satisfy a legally enforceable obligation

of any person, including the donor or an Advisor of a DAF. A recommendation with respect to a distribution from a Fund must be in writing to OJCF or made directly through OJCF's online donor portal.

2.7 Notification to Grantee as to Source of Distribution. All grants made from a DAF will provide that the grant is made by the [name of fund] at the Oregon Jewish Community Foundation, unless otherwise requested by the Fundholder.

2.8 Term and Conversion. Generally, OJCF allows a Donor Advisor and successor Advisors to hold advisory privileges during the lifetime of the Donor and the lifetime of the Donor's successor Advisors. In the event that there is no named successor Advisor, the advisory privileges will terminate. If OJCF has made reasonable efforts to communicate with Advisors but receives no response for a period of 2 years or more, advisory privileges shall terminate. After advisory privileges terminate, the Fund shall be transferred to the OJCF Community Endowment Fund.

Article 3. FIELD OF INTEREST FUND

3.1 Endowed Field of Interest Fund. A donor may establish a permanent fund that supports the donor's chosen field of interest or specific charity. OJCF will make grants to charities doing effective work within the area of interest with acknowledgment that the grant is made from the [name of endowed field of interest fund] at OJCF.

3.2 Funding Requirements. A donor may establish a Field of Interest Fund with a contribution of at least \$1,800 (the minimum funding amount). OJCF accepts cash or marketable securities. The donation of other types of assets is subject to approval under the terms of the Gift Acceptance Policy. No grant will be made from the Field of Interest Fund if it causes the balance to fall below the minimum funding amount. If the balance falls in value below \$1,800 the Field of Interest grant will be suspended until the balance in the fund reaches the minimum funding amount.

Article 4. DISTRIBUTION AMOUNT

The Distribution Amount for any endowed Fund is determined as follows:

4.1 With respect to the first two calendar years in which an endowed Fund exists:

(a) For any endowed Fund established on or before June 30 of a calendar year, the distribution amount for that calendar year shall be equal to the lesser of (i) income (as defined below) determined as of December 31 for such calendar year; and (ii) an amount equal to the Distribution Percentage established by the Board of Trustees, or a committee with delegated authority, multiplied by the Fund balance as of December 31 for such calendar year. "Income" means the total return generated by invested assets, which includes interest, dividends, and both realized and unrealized capital appreciation, less any investment expenses. The first distribution determined

under this Section 4.1(a) shall be made during the first calendar quarter of the following calendar year.

(b) For any endowed Fund established on or after July 1 of a calendar year, and for determining the second distribution amount for an endowed Fund covered by Section 4.1(a), the distribution amount shall be equal to the Distribution Percentage established by the Board of Trustees, or a committee with delegated authority, multiplied by the average of the Fund balances as of each fiscal quarter end from the date the endowed Fund was established through December 31 of the following calendar year. The first distribution determined under this Section 4.1(b) shall be made during the first calendar quarter of the second calendar year following the date the endowed Fund was established.

4.2 With respect to the third and subsequent calendar years in which an endowed Fund exists, the distribution amount shall be equal to the Distribution Percentage established by the Board of Trustees, or a committee with delegated authority, multiplied by the average of the Fund balances as of each fiscal quarter end from the date the endowed Fund was established end through the December 31 of the calendar year for which the determination is being made.. No more than 13 fiscal quarters shall be included in the averaging for purposes of determining the distribution amount. Distributions under this Section 4.2 will be made annually during the first calendar quarter following the end of the calendar year for which the distribution amount is being determined.

4.3 . Requested distributions from an endowed Fund, if permitted by the applicable Fund Agreement, must be received on or before December 31 of each calendar year.

Article 5. CHARITABLE PARTNER FUND

5.1 Charitable Partner Fund. A Partner may establish a Charitable Partner Fund with a minimum contribution of \$10,000 of cash or marketable securities. Contributions of other property must be approved under the Gift Acceptance Policy. If the Charitable Partner Fund balance falls below \$10,000, the Board of Trustees may elect to close the Fund and to disburse the remaining amount to the Partner, or to the Partner sponsoring the supported field of interest program, in accordance with Section 9.1.

Article 6. ACCEPTANCE OF GIFTS

6.1 Gift. A donor may not impose any material restriction or condition that prevents OJCF from freely and effectively employing the contributed assets, or the income derived therefrom, in furtherance of the charitable purposes of OJCF. All gifts must be completed gifts for tax purposes.

6.2 Acceptance of Gifts. Acceptance of contributions is subject to the terms and conditions of OJCF's Gift Acceptance Policy as in effect from time to time.

Article 7. INVESTMENT OF FUND ASSETS

7.1 Responsibility. OJCF has the responsibility and authority for the investment, retention, and reinvestment for each Fund and shall comply with fiduciary standards and federal and state law including the Uniform Prudent Management of Institutional Funds. The assets of any Fund may be commingled with those of other component Funds of OJCF or may be invested in units of a common investment fund.

7.2 Administration. Decisions with respect to the retention, investment, or reinvestment of assets shall be made by the Board of Trustees of OJCF or OJCF's Investment Committee as authorized by the Board of Trustees.

7.3 Timing of Investment and Distributions. New funds contributed to OJCF are invested on or about the 10th and the 25th in the month following the month in which the contribution was received. Similarly, grants are distributed on or around the 10th or 25th of the month following the month in which the grant was approved. OJCF may modify the dates or frequency of investment and withdrawal at its discretion. The date that funds are invested or withdrawn from an investment pool impacts the returns and expenses allocated to such Fund's holdings. The allocation of returns and expenses on funds held by OJCF is based on the number of days in a month that such funds are held in an investment pool.

Article 8. DISTRIBUTION FROM THE FUNDS

8.1 Fees. Each Fund is charged an administration fee as provided in the OJCF Fees Statement found here: <https://www.ojcf.org/financial-information>. Funds are also subject to their pro rata portion of investment fees.

8.2 Guidelines. All recommendations for distributions from any Fund shall be consistent with OJCF's Guidelines and List of Charitable Needs then in effect. Whether a recommended grant is inconsistent with such Guidelines is determined by OJCF in its sole discretion.

8.3 Staff Approved Grants. OJCF staff is authorized to approve grants meeting the following criteria below (Staff Approved Grants Process). Staff shall provide the Distribution Committee with a quarterly report listing the name of each grantee and the amount of the grant made under the Staff Approved Grants Process.

The grant recommendation \$35,000 or less;

The grant will be distributed to an organization who has previously received an approved grant from OJCF; and

The grantee organization currently meets OJCF's eligibility requirements.

8.4 Grant Approval Procedure. For all other grant recommendations the following is the approval procedure.

8.5 Staff Investigation. OJCF's staff is responsible for preliminary review of grant recommendations to determine if (1) it is consistent with the OJCF Grant Guidelines and (2) if any further information is required. When necessary for its evaluation, the staff may request a donor or charitable organization to submit additional information. If staff determines that the recommendation is consistent with the Guidelines and that no additional information is required, the recommendations are subject to the Staff Approved Grants Process or delivered to the Distribution Committee for review and approval.

8.6 Grants Inconsistent with Guidelines. If the staff investigation determines that a grant recommendation is inconsistent with the Guidelines, the staff will inform both the Advisors and the Distribution Committee. The Distribution Committee shall review the relevant information and may request further information. If the Distribution Committee denies the grant recommendation, the Committee shall recommend that staff notify the Advisor. An Advisor may request that the grant recommendation be referred to the Board of Trustees for further review.

8.7 Special Statement regarding Israel and Hate. OJCF does not have to approve grant awards and may deny grant requests that would be inconsistent or conflict with OJCF's charitable purpose or mission. OJCF reserves the right not to (a) approve a grant request from a Fund or (b) award a grant to any organization whose speech, activities, or conduct OJCF determines conflicts with, is inconsistent with, or is contrary to OJCF's mission, including without limitation, to an organization which:

Engages in, supports, or expresses anti-Semitism, racism, bigotry, hate, or violence.

Engages in or supports terrorist activities.

Expressly demonizes or seeks the elimination or destruction of the State of Israel.

Seeks to proselytize Jews away from Judaism.

Factors for determining if speech, activities, or conduct conflicts with, is inconsistent with, or is contrary to OJCF's mission may include without limitation:

- a. official statements made by an organization, or its then current staff or leadership, through press releases, website posts, social media posts, public comments, or other means of communication;
- b. activities undertaken by an organization;

- c. an organization listed or appearing on a watch list of the Anti-Defamation League, Southern Poverty Law Center, or similar organization; and
- d. an organization listed or appearing on a watch list of a governmental agency. Additional considerations may include (i) whether the statement or activities are regular and consistent with the organization's mission or one-off responses to current events; and (ii) whether the organization is willing to enter into dialogue with OJCF.

OJCF's staff will, at their discretion: (i) communicate with the donor as to the nature of the concern or conflict, (ii) offer alternative grant options that meet the donor's intent, and/or (iii) bring the concern to the Distribution Committee for review and input.

The staff or members of OJCF's Distribution Committee Executive Committee may also reach out to the organization in question with intent to open dialogue, allow for meaningful conversation, and potentially lead to a different outcome. Staff may also request reconsideration of an organization previously denied a grant request. The Distribution Committee is tasked with making final decisions for any grant requests that raise concerns for staff. Automatic reconsideration of an organization previously denied a grant shall be made at the later of 18 months or a new subsequent grant request is received.

Article 9. CLOSURE; VARIANCE and CONVERSION

9.1 Closure of Fund. To close a non-Restricted Fund, OJCF must receive written notice from the Fundholder by 20th of the month and indicate the month for closing the Fund. The balance of the Fund shall be determined as of the month end immediately preceding the date OJCF receives written notice of closure. 80% of the Fund balance shall be distributed in accordance with written instructions from the Fundholder and these policies and procedures as of the next end of month rebalancing cycle. OJCF will distribute the remaining balance of the Fund with the second end of month rebalancing cycle after OJCF determines any remaining earnings, losses, and fees on the Fund. Any request for a closing fund distribution outside these parameters (in case of emergency) will be reviewed by the Executive Committee on a case-by-case basis. The Executive Committee may evaluate funds, market conditions, and other factors deemed relevant in their evaluation.

9.2 Variance. In the event that a Donor's restriction or condition on the distribution, use or investment of funds become unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the community served, as determined in the sole judgment of OJCF's Board of directors, OJCF may modify such restriction or condition in a manner that is consistent with the intention of the donor.

9.3 Conversion of Funds. With respect to each DAF, at the termination of the DAF, the balance of the funds, if any, will be transferred to the OJCF Community Endowment Fund.

Article 10. PRIVACY PRACTICES

The establishment and administration of Funds, and the Foundation's collection and use of Fundholder personal information, is governed by the Foundation's Privacy Policy, which is available at <https://www.ojcf.org/privacy-policy> and is incorporated into these policies and procedures by reference. The Foundation provides grantees with the Donor's name and contact information for purposes of sending an acknowledgement of the grant.

Article 11. COUNSEL

OJCF encourages each donor to work with their legal, tax, accounting, and/or financial advisors to evaluate the gift agreements and to determine whether a charitable deduction is available. OJCF does not provide legal, tax, accounting or financial advice. Donors are advised that it is their responsibility to obtain any necessary appraisals, file appropriate tax returns, and defend against any challenges to claims of tax benefits.

Article 12. AMENDMENTS

These policies and procedures may be amended from time to time by the Board of Trustees in its sole discretion.

Article 13. EFFECTIVENESS

These policies and procedures amend and restate any and all prior OJCF policies and procedures relating to the establishment and administration of component funds and will be effective upon the Effective Date.

GUIDELINES AND LIST OF CHARITABLE NEEDS

Charitable Needs Specified for Support from Funds of the Oregon Jewish Community Foundation

The following are categories of specific charitable needs that are consistent with the Statement of Principles of the Oregon Jewish Community Foundation (OJCF) as determined by the Board of Trustees of OJCF. These categories reflect the broad scope of purposes of OJCF and interests of the Jewish community, both as a religious group and as responsible element within the community, in advancing human needs through a wide range of activities.

In determining its priorities, OJCF acknowledges the benefits derived by the Jewish community in Oregon and Southwest Washington from advancing constructive projects in social welfare, religious, medical, educational, and cultural fields, without regard to religion or geographic restrictions. This range of priorities has been the traditional concern of OJCF and has been the philanthropic basis on which it has operated.

Since unanticipated or unusual needs may arise, it may be necessary to make exceptions to or modifications for emergency situations or innovated projects determined by OJCF as most deserving of support at the time. Furthermore, in view of the necessity to meet changing conditions and to adjust to current responsibilities, the goal stated may be changed from time to time, as determined by the Board of Trustees of OJCF. As used in this list, the term “charitable” includes without limitation fields pertaining to Tikkun Olam such as religious, education, inter-group relations, civic, cultural, health and welfare, climate action, social justice and services, and other purposes encompassed within the term.

Distributions from OJCF Funds to are limited to organizations who are tax-exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. No distributions shall be made to a “private foundation” or to a Type III supporting organization as defined in IRC Section 509 .

Needs by Categories of Organizations

- A. Jewish organizations providing charitable services to the Jewish communities of Oregon, Southwest Washington, and Israel.
- B. Organizations providing charitable services primarily to the communities of Oregon and Southwest Washington.
- C. Jewish organizations providing charitable services to Jewish communities outside of Oregon and Southwest Washington.

D. Organizations providing charitable services primarily to communities outside of Oregon and Southwest Washington.

Procedures

Each Fund of OJCF shall be administered in accordance with the Policies and Procedures for Establishment and Administration of Funds, as approved and amended from time to time by the Board of Trustees of OJCF, and these Guidelines shall be an integral part of such policies and procedures. These Guidelines supersede any existing Guidelines relating to Charitable Needs Specified for Support from Funds and will be effective immediately on approval by the Board of Trustees (the Effective Date).

STATEMENT OF PRINCIPLES

Building Community L’Ahavat ha’Kehilla (For the Love of Community)

Created in 1989 and represented by approximately 34 Partner Organizations and approximately 450 Donors, the Oregon Jewish Community Foundation has adopted the following principles to guide and govern the activities of OJCF:

1. Tikkun Olam, improving the world, is a cornerstone of Jewish identity. OJCF is, by definition, a change-maker.
2. Recognizing that everyone has potential to be a leader, a philanthropist, and a change-maker, OJCF connects people, passion, and philanthropy, working through a lens of Jewish values to ensure a thriving community today and tomorrow.
3. OJCF is committed to its fundholders.
4. OJCF offers personalized service, cutting edge investment expertise, nimble flexibility, and focused investment. OJCF makes engaging in philanthropy fun, simple, rewarding, and impactful.
5. OJCF works throughout Oregon and Southwest Washington, offering charitable giving opportunities to help individuals and families achieve their heartfelt philanthropic goals.
6. OJCF works with its Partners throughout Oregon and Southwest Washington to help them be effective long-term stewards of their financial resources and mission.
7. The core principles underpinning OJCF’s strategic roadmap are:
 - a. Giving Jewishly – OJCF’s vibrant and vital philanthropic services enable individuals and families to impact both the Jewish and broader community charitably through a lens of Jewish values.
 - b. Objective - OJCF actively supports and promotes our Partners’ work.
 - c. Proactive/Active - OJCF actively pursues opportunities to make an impact and build community.
 - d. Amplifying Impact - OJCF celebrates its achievements and accomplishments and their impact to encourage others to join in OJCF’s mission.

8. OJCF's values demonstrate collaboration + connection; joy + excellence; and stewardship + innovation.

9. OJCF seeks a comprehensive understanding of our donors' and partners' philanthropic visions; meeting them where they are and providing them with the resources and counsel they need to realize their goals - often in delightful and unexpected ways.

10. OJCF promises personalized service, cutting edge investment expertise, nimble flexibility, and focused investment.

11. OJCF promotes educational, cultural, health, religious and social needs of Jewish and broader communities by supporting a wide range of non-profit Jewish and non-Jewish organizations. We also offer scholarships for Jewish studies, college, and technical training.

12. OJCF strives to assure that the community will continue to be served regardless of economic conditions or changing needs.

13. OJCF encourages contributions of gifts and bequests, enables donors to use available tax planning programs, and provides an everlasting memorial for the donor or a loved one.

14. OJCF does not discriminate based on race, religion, sex, or national origin for any reason.

This Statement of Principles supersedes any existing Statement of Principles that guide and govern the activities of OJCF and will be effective immediately on approval by the Board of Trustees (the Effective Date).