Grant Recommendation Form
Additional copies of this form can be downloaded at www.richmondfcf.org/forms

1. Fund Information
Fund Name: ___________________________ Fund Number: ___________

2. Grant Recipient
Organization’s Official Name: ___________________________
Federal Tax Identification Number: ___________________________
Mailing Address: _________________________________________
Contact Name: ___________________________ Title: ___________________________
Phone: ___________________________ Email: ___________________________

3. Grant Amount and Purpose
Grant Amount (minimum $250): ___________________________
Purpose (if other than general support): ___________________________

4. Acknowledgement Information
List Donor Name(s) As (if different from standard listing): ___________________________
☐ Please Make Fund Name Anonymous ☐ Please Make Donor name(s) Anonymous

5. Special Instructions
For Grant Recipient:
☐ Do not add donor name(s) to mailing lists
☐ Special Dedication (in memory/ honor):
• ______________________________________
☐ Other: ___________________________

For Richmond Community Foundation:
☐ Send additional copy of grant cover letter to:
Name: ___________________________
Address: ___________________________
☐ Other: ___________________________
• _______________________________________
6. Certification

I understand that this grant recommendation must be approved by the Board of Directors of Richmond Community Foundation, which is guided by the governing documents and grant making policies of the Foundation. I certify that this grant recommendation adheres to the Grant Restrictions listed below and that no person will receive benefits in exchange for this grant (e.g. tickets to events) or use this grant to fulfill membership dues or pledges. I acknowledge that language to this effect may be added to the grant transmittal letter.

Lead Advisor Name (please print): _____________________________ Date: ______________

Lead Advisor Signature: __________________________________________________________________________

Grant Guidelines
The Richmond Community Foundation makes grants to 501(c)(3) public charities and government entities with United States affiliation.

The minimum grant recommendation amount is $250.

Grant Processes
Upon verification of the designated organization’s tax-exempt status, and consent of the Board of Directors of the Richmond Community Foundation, a payment will be made directly to the organization.

Please allow up to three weeks for the Foundation to process this grant recommendation.

Copies of the grant check cover letter are mailed to the Lead Advisor of the fund.

Grant Restrictions
Grants cannot be made from donor advised funds to private non-operating foundations, international organizations or to individuals.

Grants cannot be made from donor advised funds for memberships, fulfillment of pledges, tickets to events, or anything else that provides benefits to the donor.

Donors, their advisors, and related parties may not receive grants, loans, compensation or similar payments (including expense reimbursements) from their donor advised funds.

Questions? Please contact Jim Becker, Vice President of Community Investments at 510/234-1200 ext. 303 or email jbecker@richmondfc.org

Return this form to:

Richmond Community Foundation, 1014 Florida Avenue, Suite 200, Richmond, CA 94804
or fax to 510/234-3399