Grant Recommendation Form

Additional copies of this form can be downloaded at www.richmondfc.org/forms

1. Date: __________________________

2. Fund Information

Fund Name: ____________________________ Fund Number: ____________

3. Grant Recipient

Organization’s Official Name: __________

Federal Tax Identification Number: __________________

Mailing Address: ____________________________

Contact Name: ____________________________ Title: ____________________________

Phone: ____________________________ Email: ____________________________

4. Grant Amount and Purpose

Grant Amount (minimum $250): ____________

Purpose (if other than general support): __________________

5. Acknowledgement Information

List Donor Name(s) As (if different from standard listing): ____________________________

☐ Please Make Fund Name Anonymous  ☐ Please Make Donor Name(s) Anonymous

6. Special Instructions:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
7. 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 Stacey Street, Chief Development Officer at 510/234-1200 ext. 302 or email ssstreet@richmondcf.org

Return this form to:

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