



Grant Recommendation Form

Additional copies of this form can be downloaded at www.richmondcf.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

<p><u>For Grant Recipient:</u></p> <p><input type="checkbox"/> Do not add donor name(s) to mailing lists</p> <p><input type="checkbox"/> Special Dedication (in memory/ honor): _____</p> <p><input type="checkbox"/> Other: _____ _____</p>
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<p><u>For Richmond Community Foundation:</u></p> <p><input type="checkbox"/> Send additional copy of grant cover letter to:</p> <p>Name: _____</p> <p>Address: _____</p> <p><input type="checkbox"/> Other: _____ _____</p>

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@richmondcf.org

Return this form to:

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