



Charitable Checking Fund Grant Recommendation Form

If you prefer to submit your grant recommendation online, visit www.cflouisville.org and click "MyFund." You may call us with questions at 502.585.4649.

1. CHARITABLE CHECKING FUND INFORMATION

Fund Name Fund Number 311.

2. GRANT AMOUNT (minimum of \$100)

Amount \$

3. RECOMMENDED RECIPIENT ORGANIZATION

Organization's Official Name Federal Tax ID Number (if known) Organization's Official Mailing Address City State Zip Contact Person at Organization (optional) Contact Phone Number (optional)

Is there a recommended purpose for this grant? If yes, please describe: (ex., annual fund, in memory of, in honor of, a specific project, etc.)

4. WHO SHALL BE THANKED FOR THIS GRANT RECOMMENDATION

Grants to charitable organizations are accompanied by a letter that includes your name(s) and address so the charity may thank you. Please indicate below if you would prefer different information for your grant letter:

- ANONYMOUS Recognize the following person(s) in lieu of the person(s) recommending the grant: Name

Address City State Zip

5. TIMING OF GRANT

Grant recommendations received by Friday are generally processed and mailed the following Friday. If you prefer a later date, indicate it below.

Issue this grant on or about this date:

6. SIGNATURE

By signing this form, I acknowledge that this grant recommendation adheres to the certifications on page 2.

Print Name Signature & Date

Mail this form to: Community Foundation of Louisville 325 W. Main St., Suite 1110 Louisville, KY 40202-4251

Office use

CC: 501(c)3 Ltr: Processed :

## CHARITABLE CHECKING FUND GRANT INSTRUCTIONS

Please refer to the following instructions. Questions? Contact us at 502.585.4649 or [chelseav@cflouisville.org](mailto:chelseav@cflouisville.org).

### 1. CHARITABLE CHECKING FUND INFORMATION

Print your name(s) and the fund number for your charitable checking fund.

### 2. GRANT AMOUNT

Make a grant of \$100 or more to any IRS-approved 501(c)(3) charity in the United States.

### 3. RECOMMENDED RECIPIENT ORGANIZATION

Please list the organization's official name and official mailing address to avoid any possible confusion with a similar charity. If possible, please include the organization's federal tax identification number.

### 4. WHO SHALL BE THANKED FOR THIS GRANT RECOMMENDATION

The recipient organization will receive a letter accompanying the grant check stating that the grant is "made possible by (your name)" and includes your address. If you would prefer to remain anonymous, please indicate those instructions on the form.

### 5. TIMING OF GRANT

Grant recommendations received by Friday are generally processed and mailed the following Friday. Your grant recommendation will be processed based on our standard schedule, unless you indicate a later date on the grant recommendation form. **Note:** Grant recommendations greater than \$250,000 require additional review prior to processing and may be delayed.

### 6. SIGNATURE – CERTIFICATIONS

Charitable Checking funds are subject to certain grantmaking requirements. By signing the Grant Recommendation Form, you certify that you understand and adhere to the following regarding this grant recommendation:

- Neither I nor anyone else will receive any impermissible benefit (ex., tuition, membership fees with more than incidental benefits, dues, admission to charitable or sporting events, goods bought at auction, etc.) from the recommended charitable organization from this grant, if distributed.
- This grant will not fulfill any legally enforceable financial obligation or pledge.
- This grant does not entitle me or any other person to a charitable deduction, even if the recipient organization sends me a receipt. Any tax receipt from the recommended charity will be disregarded.
- This grant does not support any political campaigns or lobbying activities.
- I understand this grant is nonbinding and is subject to review and approval by the Community Foundation of Louisville.

### ADDITIONAL TIPS

- You may download and print additional copies of the Grant Recommendation Form from our website, [www.cflouisville.org](http://www.cflouisville.org). Click on "Resources" then "Forms."
- To confirm your grant has been issued to the recipient organization, log on to MyFund at [www.cflouisville.org](http://www.cflouisville.org). Questions? Contact us at 502.585.4649 or [chelseav@cflouisville.org](mailto:chelseav@cflouisville.org).