

CHARITABLE CHECKING FUND GRANT INSTRUCTIONS

Please refer to the following instructions. Questions? Contact us at 502.585.4649 or grants@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. Click on "Resources" then "Forms."
- To confirm your grant has been issued to the recipient organization, log on to our online portal at www.cflouisville.org. Questions? Contact us at 502.585.4649 or grants@cflouisville.org.