

THE SAN FRANCISCO FOUNDATION

The Community Foundation of the Bay Area

225 BUSH STREET, SUITE 500, SAN FRANCISCO, CA 94104-4224

Grant Recommendation Form

You may also recommend grants online at www.sff.org/donor/index.cfm
Additional copies of this form can be downloaded at www.sff.org/giving/resources.html

1 FUND INFORMATION

Fund Name: _____ Fund Number: _____

2 GRANT RECIPIENT

Organization's Official Name: _____

Federal Tax Identification Number (if available): _____

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 The San Francisco 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 Trustees of The San Francisco Foundation, which is guided by the governing documents and grantmaking policies of the Foundation. I certify that this grant recommendation adheres to the Grant Restrictions on the reverse of this page 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.

Advisor Name (please print): _____ Date: _____

Advisor Signature: _____

Questions? Please contact Donor Services at 415.733.8500 or email donorservices@sff.org

This form can be mailed to the address above or faxed to 415.477.2783

SEE SECOND PAGE FOR GRANT RESTRICTIONS AND PROCESSES

F030206

GRANT GUIDELINES

- The San Francisco Foundation makes grants to 501(c)(3) public charities, 501(c)(3) private operating foundations, and government entities with United States affiliation. Grants can be made to 501(c)(4) organizations, but only for specifically-defined charitable purposes.
- The minimum grant recommendation amount is \$250.

GRANT PROCESSES

- All grant recommendations are reviewed and approved by The San Francisco Foundation Board of Trustees.
- Grant recommendations received before 3 p.m. on Wednesday will be mailed that Friday, directly to the nonprofit organization. Donors may not act as intermediaries. Exceptions include:
 - Grant recommendations of over \$25,000, which require an additional week to process.
 - Grants recommendations for which the Foundation must await evidence from the grant recipient of its nonprofit status. Any delay will depend on the organization's response time.
- Copies of the grant check cover letter are mailed to all pre-selected fund advisors and contacts.

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.