

Grant Recommendation Form

You may also recommend grants online at donorcenter.sff.org
Additional copies of this form can be downloaded at www.sff.org/donor-forms

FUND INFORMATION

Fund Name: _____ Fund Number: _____

GRANT RECIPIENT

Organization's Official Name: _____

Federal Tax Identification Number (if available): _____

Mailing Address: _____

Contact Name: _____ Title: _____

Phone: _____ Email: _____

GRANT AMOUNT AND PURPOSE

Grant Amount (minimum \$250): _____

Purpose (if other than general support): _____

ACKNOWLEDGEMENT INFORMATION

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

Make Fund Name Anonymous

Make Donor Anonymous

Do not add donor to mailing list

SPECIAL INSTRUCTIONS

For Grant Recipient:

For The San Francisco Foundation:

Special Dedication (in memory/ honor):

Send additional copy of grant cover letter to:

Name: _____

Other: _____

Address: _____

CERTIFICATION

By typing or signing my name in the fields below I:

Understand that this grant recommendation is subject to review and approval by the Board of Trustees of The San Francisco Foundation, which is guided by the governing documents and grant making policies and guidelines of the Foundation. I certify that this grant recommendation is not intended to discharge or satisfy a legally enforceable charitable pledge or obligation or to pay for goods or services of more than incidental value for the benefit of myself, other donors or advisors to the advised fund, or any related persons; any such benefits are waived and will not be accepted by me, other donors or advisors to the fund or related persons. I further certify that this grant recommendation is not for a specific individual, and I understand that if the purpose of the grant indicates support for an individual, the nonprofit accepting the grant has the discretion to choose to support a different individual. I acknowledge that Foundation staff may need to contact me or the intended grant recipient to confirm the grant recommendation meets these requirements and that language supporting these certifications may be added to the grant transmittal letter.

Advisor Name / Signature: _____ Date: _____

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 \$50,000, which require an additional week to process.
 - Grant 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.