



GRANT RECOMMENDATION FORM

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 Address:

Grant Amount and Purpose

Grant Amount (minimum \$250):
Purpose (if other than <i>general support</i>):

Acknowledgment Information

List Donor Name(s) As (if different from standard listing):	
<input type="checkbox"/> Please Make Fund Name Anonymous	<input type="checkbox"/> Please Make Donor Name(s) Anonymous

Special Instructions

For Grant Recipient:

<input type="checkbox"/> Do not add donor name(s) to mailing lists
<input type="checkbox"/> Special Dedication (in memory/honor)
<input type="checkbox"/> Other:

For the San Francisco Foundation:

<input type="checkbox"/> Send copy of grant cover letter to: Name: Address:
<input type="checkbox"/> Special Dedication (in memory/honor)
<input type="checkbox"/> Other:

Certification

By typing or signing your name in the fields below you:

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:
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Questions? Please contact Development and Donor Services at (415) 733-8590 or email donorservices@sff.org.

This form can be mailed to One Embarcadero Center, Suite 1400, San Francisco, CA 94111 or faxed to (415) 399-1610.

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.
- 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 1 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 \$250,000 or over, which require an additional week to process.
 - Grant recommendations for which the foundation must await due diligence information from the grant recipient. A delay will depend on the organization's response will depend on the organization's response time
- Copies of the grant check cover letter are posted to Donor Center and can be mailed to pre-selected fund advisors and contacts.

Grant Restrictions

- Grants cannot be made from donor advised funds to private non-operating foundations, organizations which are not 501(c)(3) non-profits 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.
- Grants can be made to international organizations but will incur additional administrative expenses. Please contact Donor Services at (415) 733-8590 or donorservices@sff.org if you want to recommend a grant to an organization outside the USA.