



NATIONAL CENTER FOR
FAMILY PHILANTHROPY

Family Giving Online Knowledge Center Sample Forms, Checklists, and Policies

TITLE: Grant Approval Letter #1

SOURCE: *The Trustee Notebook: An Orientation for Family Foundation Board Members*

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GRANT APPROVAL LETTER #1

Dear [Grant recipient]:

I am pleased to advise you that the Trustee of the _____ met recently and voted a grant to your organization in the amount of \$100,000. The purpose of this grant is to assist in the establishment of _____ to serve the socially and economically deprived population of _____. I am also pleased to report that the Trustees have established a \$300,000 conditional reserve grant, for the same purpose, to be paid out over the next three years in accordance with the matching terms that you have proposed.

In all public acknowledgements, we prefer that you indicated this gift as being received from the _____. Under the terms of the Trustees, recipients must be tax exempt under section 501 (c) (3) of the IRS code and not a private foundation within the meanings of section 509 (a) of the code. No funds granted may be used for political purposes or in any way to influence legislation.

We ask that you acknowledge receipt of this grant and indicate your acceptance of the terms discussed above. Please forward your acknowledgement of the attention of _____.

We look forward to receiving your progress report by _____, so that we can consider second-year funding at our December meeting. An outline to assist you in completing this report is enclosed. In the meantime, you have our very best wishes for continued success.

Sincerely,