# POLICIES & PROCEDURES FOR DONOR-ADVISOR GRANT RECOMMENDATIONS

Listed below are policies to follow and the steps to take in order to make recommendations of distributions from donor-advised funds. If you have any questions about these policies and/or procedures, or about your donor-advised fund, please contact the Cadillac Area Community Foundation offices at 231-775-9911.

1. Either send a letter or fill out the Recommendation Form and send it to the Foundation. Retain a copy for your record. We will acknowledge receipt of your suggestion(s).
2. Grants will be paid to organizations recognized by the Internal Revenue Service as

tax-exempt charities. Although our main focus is the Cadillac area, grants may also be made to charitable organizations located elsewhere in Michigan and

throughout the United States.

1. While by law we cannot fulfill pledges of financial support a donor has already made in his/her own name, the Foundation can make a pledge of future support from the fund for a donor. Such a pledge would be limited to the current assets in the fund.
2. U.S. tax law does not permit the use of charitable dollars for benefits rendered to a donor (e.g. museum membership, tickets to benefits, etc.). The fund could make grants to charities in lieu of tickets.
3. Donor-Advised fund recommendations can be made at any time, using the Donor- Advised Fund Grant Recommendation(s) Form. The Board of Trustees has approval power in this regard and distribution will be made within 30 days of the Cadillac Area Community Foundation Board of Trustees approval.
4. The minimum amount of any single distribution from a donor-advised fund shall be

$250.

1. When a grant is made the Foundation will send an award letter to the organization. The name of the Fund will be identified in the award letter. A copy of this award letter will be sent to you, at the same time, so that you know when the distribution has been made.
2. If you have any questions about the eligibility of an organization for a grant, please call the Community Foundation office.

**DONOR-ADVISED RECOMMENDATIONS**

TO: The Board of Trustees

Cadillac Area Community Foundation

201 N. Mitchell Street, Suite 101

Cadillac, MI 49601

Name of Fund:

In accord with the terms of the Donor-Advised Fund which we have established in the Community Foundation, we herewith recommend that the Board of Directors approve the distributions of the following charitable grants to the non-profit organizations named, for the purposes stated:

Organization Name:

Organization Address:

Organization Contact Name/s:

Organization Telephone Number:

# Please attach copy of Organization Tax Status (copy if IRS letter of determination with Tax ID #)

Purpose of Grant:

Amount of Grant: We/I understand that this is a recommendation only and not a directive. We also affirm that the recommended distributions do not represent the payment of any pledge(s) or other financial obligations of the undersigned.

Signature of Donor Advisor Date

Signature of Donor Advisor Date

(Only one Donor Advisors signature is required if serving as a authorized representative)