

# Foothills Community Foundation Suggested Grant Distribution Form

Distributions will be sent to approved organizations within 30 days after receipt of this completed form.

To the Board of Directors, Foothills Community Foundation: I suggest the following distribution from the

\_\_\_\_\_ Fund  
(Minimum Distribution of \$100.00)

|                    | <u>Recipient Organization</u> | <u>Amount of Gift</u> |
|--------------------|-------------------------------|-----------------------|
| Organization name: | _____                         | \$ _____              |
| Address:           | _____<br>_____<br>_____       |                       |
| Contact Name:      | _____                         |                       |

Choose one of the below actions:

Standard action: Mail check to the above named

Call me, I will pick-up check

Special Instructions: \_\_\_\_\_

Do you wish this gift to be anonymous?  Yes  No  
If NO, then who should be acknowledged?  Mr. and Mrs.  Mr.  Mrs.  Ms.

Complete this section ONLY if distribution is a memorial or an honorarium: A letter advising of your gift without reference to the amount, can be sent to the person or to their family. Please provide pertinent information below.

This gift is  in memory or  in honor of: \_\_\_\_\_

Please send an acknowledgment letter to \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_, \_\_\_\_\_  
(City/State/Zip)

The above suggested distribution does not represent the payment of any pledge or financial obligation. No goods or services were received in consideration for this gift. I understand final judgment rests with the Board of Directors whose charge it is to see that all distributions are within the purposes of Foothills Community Foundation.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

Fax this form to 864.222.9727 or mail to Foothills Community Foundation, P. O. Box 1228, Anderson SC 29622