Topeka Community Foundation
785-272-4804

GRANT RECOMMENDATION FORM
TO BE USED WHEN MAKING A GRANT RECOMMENDATION FROM YOUR FUND

— PLEASE PRINT —

I recommend distribution(s) from the _____ fund to the following organization(s)
NAME OF FUND
in the amounts(s) listed below:

1 Organization's official name

Attention:

2 Organization's mailing address

3 City	State	Zip	Phone (if available)

4 Amount of Grant
$

5 Special instructions or purpose (e.g., for operating expenses)

1 Organization's official name

Attention:

2 Organization's mailing address

3 City	State	Zip	Phone (if available)

4 Amount of Grant
$

5 Special instructions or purpose (e.g., for operating expenses)

Additional distributions to organizations can be listed on page 2 of this form.

The Foundation normally handles requests within five business days. Providing complete organizational information will speed your requests.

PLEASE COMPLETE:

☐ Forward the check(s) to the organization listed above.

☐ Please forward copies of the distribution letters to me.

☐ Please notify me of the distribution via e-mail. My e-mail address is _____

☐ Note that I/we choose to remain anonymous to the grant recipients.

I certify that the above recommendation(s) does not represent the payment of any irrevocable or legally binding pledge or other financial obligation, nor will the undersigned or any family member receive any personal benefit from this charitable distribution. I also acknowledge the above recommendation(s) must receive approval of the Board of Directors of the Community Foundation.

Signature_____ Date _____ Phone Number _____

PLEASE MAIL COMPLETED FORM TO: Topeka Community Foundation, 5431 SW 29th Street, Suite 300, Topeka, KS 66614

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02/03