

**THE ADIRONDACK TRUST COMPANY COMMUNITY FUND
GRANT RECOMMENDATION FORM**

Fund Name: _____

Grant Information

Amount of Grant: \$ _____

Recommended Charitable Recipient:

Name of Organization _____
Federal Tax ID Number _____
Contact Person: _____
Mailing Address: _____

Any specific purpose of grant (e.g., general operations, capital campaign, specific program, endowment):

Grant Recommendation Guidelines

Eligible Charitable Recipients. Donors may recommend grants to organizations that are tax exempt under Internal Revenue Code ("Code") Section 501(c)(3), other than private foundations as defined under Internal Revenue Code Section 509(a); provided, however, that no grants may be made to the following:

- (a) Type III supporting organizations, as defined under Code Section 509(a)(3), that are not functionally integrated with its supported organization; or
- (b) supporting organizations that are controlled, directly or indirectly, by the donor, an Advisory Committee member or family member of such individuals.

Note: Grants to foreign charities are allowed only if the charity has an IRS determination letter regarding its tax-exempt status.

Grant Minimum. Each recommended grant must be at least \$250.

Grant Acknowledgments. Each grant made pursuant to a recommendation will be accompanied by a letter acknowledging the source of the grant. Donors may request that the grant be made in their name or in the name of another (as a memorial or honorarium), or be made anonymously.

Name to be used for acknowledgment from the organization: _____

Grant Restrictions. Grants based upon donor recommendations may not be used for the following:

- (a) to discharge or satisfy a pre-existing, legally enforceable pledge or obligation of any person, including the donor;
- (b) result in the donor or any other individual receiving more than an incidental benefit or privilege in return for such distribution; or
- (c) to carry on propaganda, or attempt to influence legislation or the outcome of any public election, to carry on, whether directly or indirectly, any voter registration drive, or to undertake any activities for a purpose other than described in the distribution request.

Review and Approval. Each grant recommendation is subject to review and approval by the Community Fund prior to the disbursement of the grant. Grants will be made as quickly as possible after any recommendation is approved; the entire process may take up to 30 days.

Grant Disbursement. Grants may only be made directly to the recipient organization; they may not be made to an individual or other intermediary for transfer to the charity.

Please mail or fax each completed form to:

ATTN: _____
The Adirondack Trust Company Community Fund
473 Broadway
Saratoga Springs, NY 12866

Acknowledgment

Donor acknowledges the terms and conditions of donor's recommendation of a grant as set forth above. Donor further acknowledges, that if the grantee organization is a supporting organization, as defined in Code Section 509(a)(3), such organization is not controlled, directly or indirectly, by the donor, an Advisory Committee member or family member of such individuals (as defined in Code Section 4958).

Dated: _____

Name: