

# Washington Women's Foundation

## Individual Grant Guidelines

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Every member of the Foundation is an individual philanthropist. One of the unique aspects of membership is the opportunity to recommend an individual grant with \$1,000 of your membership contribution to organizations of your choice.

If you need ideas for organizations to support, consider granting to organizations that have been on the Pooled Fund ballot but were not funded. These organizations are fully vetted and worthy of consideration. A list of current Pooled Fund winners and finalists is on the reverse of the Individual Grant Recommendation (IGR) form, or can be found on our website.

If you have any questions regarding your individual grant recommendations, please contact Emily Feicht at the Foundation office.

### **INDIVIDUAL GRANT RECOMMENDATION GUIDELINES**

Although a member's \$1,000 may be divided between two organizations, the Foundation encourages members to make a single grant for maximum impact. Members' individual grant recommendations are reviewed by the Foundation's Board of Directors before distribution. Please note that in compliance with IRS regulations, the Foundation's Board of Directors has the final responsibility for making distribution determinations.

- Grantee organizations must be designated as 501(c)(3) nonprofit organizations by the IRS.
- Grantee organizations may be located anywhere in the U.S.
- Grants may be specified for a particular project, general support or capital campaign.
- Members may also recommend their individual grant to the Foundation's Pooled Grant Fund, Annual Fund or Endowment, as well as the 3 new Grant Initiatives.
- Grants cannot be made to individuals.
- Congressional rules stipulate that funds cannot be designated to fulfill fundraising event pledges, membership levels or any purpose that gains the donor a benefit.

### **IGR SCHEDULE AND DEADLINES**

- IGR forms are sent to all members along with their annual renewal paperwork. For members who renew in the Spring, your IGR forms are due by August 31 each year. For those who renew in the Fall, your forms are due by March 31.
- IGRs that are not specified by the due date are considered a generous gift to the Foundation's Annual Fund.
- Each IGR goes through a due-diligence process to ensure the grantee organization meets the granting criteria. You will be contacted by the office if questions arise about the eligibility of your recommended organization(s).
- IGRs are generally processed on a monthly basis to coincide with the Foundation's Board meeting schedule (the Board meets 8 times a year). Requests received by the 15th of the month will go through the due-diligence process and be considered by the board of directors at their next meeting. Grant checks will usually be issued by the 15th of the following month.
- When the grant check is mailed to the organization you recommended, we will send you a copy of the accompanying letter.