



**NATIONAL EXCHANGE CLUB
FOUNDATION**
Strengthening Families. Building Communities. Serving America.

PASSTHROUGH GRANT FORM

Using the NEC Foundation's 501(c)(3) status for local fund raising efforts

Sometimes an Exchange Club secures financial support from an organization or individual that wishes to give the funds to a 501(c)(3) organization. If each individual donation is valued at \$250 or more, the Exchange Club can have the donation made to the National Exchange Club Foundation. In turn, the NECF will re-grant the funds to the club. This service, which provides a tax deduction for the contributor, is a benefit that the Foundation gladly provides to Exchange Clubs.

The NECF will send confirmation to the donor as required by law but also encourages Exchange Club(s) to recognize the donor appropriately. Any bank fees resulting from stop payment and reissue charges will be deducted from the NECF remittance to the club. If a club requests expedited procedures to more quickly transfer the funds, any costs associated with this will be deducted from the remittance to the club.

To apply:

1. Decide on the project which the grant funds will support. Project and/or grant must fit within the service parameters supported by the NECF. If you are unsure, please contact the NECF. *(The NECF reserves the right to reject a grant check if the project does not fit within the service parameters supported by the NECF.)*
2. Contact the NECF at 800/924-2643, ext. 104, for the Federal Identification Number. Apply for the grant. Be sure to have the granting organization make the check payable to the NECF.
3. When each individual check (for \$250 or more) is issued to your club, send the check with this completed form to: NEC Foundation, 3050 Central Avenue, Toledo, OH 43606. The NECF will process the check and send your club a check issued by the NECF. *(may take up to two weeks.)*
4. If the donation is for in-kind goods/services, please contact the NEC Foundation for the appropriate form. Each donation must be valued at \$250 or more.
5. If the donation was an event ticket or auction item purchased, please contact the NEC Foundation for the appropriate form. In order to be eligible, the purchase price minus the fair market value of the item must equal \$250 or more.

Date of Application _____

Exchange Club Information

Name of Exchange Club

Club President

Address

City, State, Zip

Telephone

Fax

E-Mail Address

Signature of Exchange Club President

Name of Person to receive check (if different than Club President)

Name

Address

City, State, Zip

Telephone

Fax

E-Mail Address

Donation/Grant Made By

(can use this form for more than one check if all the checks are to be used for the same project; if they are for different projects, please use a separate form for each project)

Business, Organization, or Individual <i>(making the donation/grant)</i>	Address City, State, Zip	Donation/ Grant Amount (minimum \$250)

Project Details

Please check the service area this project addresses:

_____ Americanism/Patriotism

_____ Child Abuse Prevention

_____ Community Service

_____ Youth Service/Development

Brief description of project _____

Is the donation restricted to your community? Yes _____ No _____

(The donation must be restricted for use in your local community in order for the Foundation to process your disbursement.)

If the donation will be given to another non-profit agency, please list it here:

Agency Name

Address

City, State, Zip

FOR OFFICE USE ONLY

Received _____

Check No. _____

ED Approval _____

Check Sent _____