

# Sample\* grant letter

575 Madison Avenue, Suite 703 New York, New York 10022 t:212.752.8277 f:212.319.6963 www.jewishcommunalfund.org



United Jewish Appeal-Federation of Jewish Philanthropies of NY, Inc. (UJA)  
130 East 59th Street  
New York, NY 10022

Dear Friends:

We are pleased to enclose our check in the amount of \$180.00 representing a grant recommended from the Smith Family Philanthropic Fund of the Jewish Communal Fund.

Please do not send a receipt to the donor or recommender of this grant. As a 501(c)(3) public charity, the Jewish Communal Fund provides a receipt to donors for their contribution to the Jewish Communal Fund. In addition, the IRS does not require that we receive a receipt for tax purposes.

Mr. and Mrs. Smith may be thanked for this grant recommendation at 123 Main Street, New York, NY 10022. Kindly refrain from sharing information about our donors with third parties.

Please be advised that grants from the Jewish Communal Fund cannot provide impermissible benefits to the donor or any other individual. This includes, for example, satisfaction of an enforceable pledge, admission to charitable events, memberships that have a non-deductible portion, tuition, raffle tickets, and goods or services bought at a charitable auction. Grants cannot be made for lobbying purposes or to support political campaigns.

Additionally, to the extent that any portion of this grant is used to support a grantee outside of the United States, you represent and confirm that your organization follows procedures to ensure that grants made are used by the grantee solely for charitable, educational and/or scientific purposes in compliance with all applicable U.S. laws regarding the granting of funds outside of the United States.

Your endorsement of the attached check signifies compliance with all of the above.

We thank you for your cooperation.

Sincerely,

David Tanner  
President

Recommended purpose: 2011 Annual Campaign

Smith Family Philanthropic Fund



575 Madison Avenue, Suite 703  
New York, New York, 10022

7/19/2010  
Void if not cashed by 09/30/10

\* One Hundred Eighty and no/100 \*

PAY TO THE ORDER OF

DOLLARS

\$\*\*\*\*\*180.00

United Jewish Appeal-Federation of Jewish Philanthropies of NY, Inc.

\* All names and addresses are fictitious. This sample is for illustration only.