

VIRGINIA DISTRICT EXCHANGE CLUBS FOUNDATION, Inc.

Pass-through Grant Form

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

The Virginia District Exchanges Clubs Foundation, Inc. (VDECF) offers Exchange Clubs in Virginia the opportunity to secure financial support from organizations or individuals that wish to give funds to a 501(c)(3) organization. The VDECF will re-grant the funds to the Exchange Club submitting the Pass-through Grant Form, making the donation tax deductible for the donor. There will not be a fee for this service.

Note: Should another Exchange Club wish to contribute to your club's project, they should pay your club directly, as there are not tax implications for Exchange Clubs.

It is important to note instructions below:

1. Decide on the project that the grant funds will support. Project and/or grant must fit within the service parameters supported by the National Exchange Club (NEC) and Virginia District Exchange Clubs (VDEC). VDECF reserves the right to reject a grant check if the project does not fit within the service parameters supported by the NEC or VDEC. Advertising does not fall within the service parameters.
2. Apply for the grant. Donors should make check payable to Virginia District Exchange Clubs Foundation. The VDECF will send confirmation to the donor(s) as required by law. Exchange Clubs should also recognize and thank the donor(s).
3. Send the check(s) with this completed form to: VDEC Foundation, 5604 Cold Harbor Road, Mechanicsville, VA 23111. The VDECF will process the check(s) and send your club one check issued by VDECF. Please allow adequate time to assure the donor check will clear the bank.
4. If the check is being mailed directly to the VDECF by the donor, the Pass-through Grant Form must be received in advance of the check – advising of the date the check is to be expected. Funds shall become the property of the VDECF if the completed form is not submitted within 60 days of receipt of the check.
5. Please allow 2 weeks for the check to be issued by the VDECF. If a club requests expedited procedures, any cost associated with this will be deducted from the reimbursement to the club.
6. Any bank fees resulting from stop payment and reissue charges will be deducted from the VDECF remittance to the club.
7. If the check is not cashed by the club within 120 days it shall become the property of VDECF.
8. Contact the VDECF if you need the Federal Tax Identification Number or have any questions.

PASS-THROUGH GRANT FORM

Date of Application _____

EXCHANGE CLUB INFORMATION

Name of Exchange Club _____

Club President _____

Address _____ City, State, Zip Code _____

Telephone _____ E-mail Address _____

Signature of Exchange Club President _____

PERSON TO RECEIVE CHECK *(if different than Club President)*

Name _____

Address _____ City, State, Zip Code _____

Telephone _____ E-Mail Address _____

Donation/Grant made by: Please attach a separate page if more space is needed)

| Name of Donor | Address City, State, Zip Code | Donation Amount |
|---------------|----------------------------------|--------------------|
| | | |
| | | |

Project Details

Please check the service area this project addresses

| | | | |
|--------------------------|------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | Americanism/Patriotism | <input type="checkbox"/> | Child Abuse Prevention |
| <input type="checkbox"/> | Community Service | <input type="checkbox"/> | Youth Service/Development |

Brief description of project _____

Is donation restricted to your community? Yes _____ No _____
(Donation must be restricted for use in your community in order for VDECF to process your disbursement.)