

Grant Recommendation Form

- Gifts to Houston Christian Foundation (HCF) must be on deposit a minimum of 30 days before distributions are made from your Fund. Distributions are processed daily. HCF reviews the purpose of each grant recommendation and verifies that the grantee is qualified (based on the organization's mission statement and tax-exempt status). Grant recommendations are approved once all information is in order.
- The minimum grant recommendation is \$100.00.
- Distributions are processed and mailed within two business days of receipt, unless additional approval is required. Exceptions may occur at Thanksgiving and Christmas.
- Distributions may be requested online at the donor login area of www.houstonchristian.com.
- Fax this form to **832.255.2021** or mail to **HCF, One Riverway, Suite 800, Houston, TX 77056** (please do not fax **and** mail).

RECOMMENDED BY:

Your Name: _____ Phone: (_____) _____ - _____

Mailing Address: _____

Email Address: _____

Organization: _____

To the attention of (if applicable): _____ EIN # (if available): _____

Address: _____

City, State, Zip: _____

Phone: (_____) _____ - _____ Website: _____ Total Amount \$ _____

Anonymous Specific designation (if applicable): _____

Organization: _____

To the attention of (if applicable): _____ EIN # (if available): _____

Address: _____

City, State, Zip: _____

Phone: (_____) _____ - _____ Website: _____ Total Amount \$ _____

Anonymous Specific designation (if applicable): _____

By signing this form, I represent, warrant, and agree to and with the foundation represented on this form, and National Christian Charitable Foundation, Inc. that neither I nor the donor or advisor (or any person or entity related to the donor or advisor) have been conferred or promised any benefit that is more than incidental as a result of this grant, and if offered or presented with any such benefit, I will not accept. Such benefit includes, but is not limited to, tuition and other educational costs; admission to any event (or the right to separately purchase such admission if the general public may not purchase such admission for the same price and under the same terms); or the cancellation or fulfillment of a legally binding pledge or other personal financial obligation. Thank you for allowing us to serve you.

_____/_____/_____
Donor Signature **Date** **Fund #**

Grant Recommendation Guidelines

Upon receipt of your grant recommendation, HCF's research team, will complete the due diligence review process. If a grant recommendation is not able to be qualified or approved, HCF will notify the Donor and the Donor will be given the opportunity to revise the recommendation.

Please review the following guidelines to assist you as you make your grant recommendations and to expedite your requests.

HCF will not approve or make any grants recommended by the Donor if such grant would, in whole or in part, be used for an impermissible purpose, including, but not limited to, the following:

- I. To confer an impermissible private benefit upon any individual(s), including the donor.
- II. To be used to pay dues, membership fees, greens fees, tuition, etc.
- III. To purchase tickets to, or a meal at a benefit.
- IV. To purchase goods at a charitable auction.
- V. To fund a pre-existing, binding pledge which the donor is legally obligated to fulfill.
- VI. To be used for lobbying, political contributions, or political campaigns (501c (4) ministries do not qualify for tax deductible contributions).
- VII. To be made to the benefit of a private foundation that is not a private operating foundation (private non-operating foundations are impermissible).

In any event, HCF reserves the right, in the exercise of its sole and absolute discretion, to approve or disapprove any recommendations for grants or distributions.

HCF will reject grant recommendations for Impermissible Grants and for any other improper purposes. In the event HCF discovers that a previously-made grant would constitute an Impermissible Grant, it may take remedial action to have the amount of any Impermissible Grant returned to HCF. In addition, HCF may require that (a) the Donor make an additional non-deductible contribution to HCF, or (b) the Donor indemnify HCF for any costs, fees, expenses or damages incurred by HCF as the direct result of an Impermissible Grant made upon the recommendation of the Donor.

If you have any questions regarding the qualification of your grant recommendation, please contact a member of the Distribution Services team at 832.255.2020 or at joanna@houstonchristian.com.

Thank you,

Houston Christian Foundation