



The Alexander & Marjorie Hover Foundation, Inc.

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MANDATORY GRANT FEEDBACK FORM

(Send this by January 31st of the following year)

The New York Attorney General’s Office and the United States IRS laws, requires us, the Hover Foundation, to provide timely confirmation of receipt of the funds awarded by our foundation to your organization. We, the Hover Foundation, must receive this feedback from your 501(c)(3) organization no later than **January 31st**.

It may be in the form of an email, a letter, or postcard and needs to include:

1. Name of the donor (The Alexander and Marjorie Hover Foundation)
2. Name of your 501(c)(3) recipient organization
3. Amount (\$) of funds awarded to your 501(c)(3) organization
4. Statement declaring that no goods or services were offered by your organization in return for the funds awarded by our organization **OR** a description and estimate of the value of goods or services that your organization provided in return for the funds awarded.

Please provide the requested information with this form or with a letter of your preferred format.

Date: _____

Amount Received: \$ _____

Name of the donor: The Alexander and Marjorie Hover Foundation

Your Organization’s Name: _____

Sponsoring 501c3 Organization? Yes No **(Send two separate forms if you have a sponsor)**

Contact Name: _____

Signature: _____

Address Line 1: _____

Address Line 2: _____

City / State / Zip: _____

_____ **(Initial to confirm)** No Goods or Services were offered by your organization in return for the funds awarded by our organization **OR** a description and estimate of the value of goods or services that your organization provided in return for the funds awarded. If necessary, please add a Description & Estimate of the value of goods or services: _____

If you have additional feedback regarding your project, please include letters, postcards, or emails. Feedback helps us evaluate future Grant Requests from your organization. If your project is not complete or has not started by **Jan 31**, please provide additional feedback regarding project details to the Hover Foundation **at the time of project completion**.

If the scope of your approved project changes considerably, we require that your organization seek approval to redirect or reuse the grant funds. Likewise, if the project does not require the use of all the awarded funds, it is necessary that your organization return the unused amount.