

FUND DISTRIBUTION REQUEST PROCESS

1. Fund Distribution Request Form should be submitted at least two weeks before Distribution. Completed request form(s) must be received by the Billings Community Foundation. Please allow up to two weeks for funding requests to be processed and dispersed.

Please note that the form must be signed by the authorized Fund Representative on file for the request(s) to be fulfilled.

Completed request(s) may be e-mailed to Lwright@BillingsCommunityFoundation or mailed to The Billings Community Foundation at P.O. Box 1255, Billings MT 59103

2. Confirmation of grant amount availability and purpose:

The Billings Community Foundation reviews the Grant Recommendation form to ensure the requested amount is available for disbursement and that the purpose of the grant is charitable, meets the purpose of the Fund, and that no quid pro quo benefit is associated with the grant.

Grants will not be made for debt reduction, loans, for-profit businesses, tickets for benefits, tours, telephone solicitations, political campaigns. Scholarships will only be paid to accredited educational institutions (no payments directly to students).

3. Grant Recommendations and Designation:

The Fund Representative may submit recommendations to The Community Foundation with respect to grant distributions. Recommendations with respect to distributions made by the Representative or his/her designee(s) are solely advisory and The Community Foundation is not bound by any such recommendations. The Representative may recommend to The Community Foundation the revocation of any designation of an Advisor made by the Representative. Any and all such designations or revocations made by the Representative shall be in writing and become effective when received and approved by The Community Foundation. Grant recommendations received from the Representative or his/her designee shall be for awards of \$100.00 or more and for grants to organizations with a current 501(c)(3) status with the Internal Revenue Service. Recommendations for grant distributions shall be forwarded in writing to The Community Foundation on a Representative Information Form supplied by The Community Foundation.

3. Grantee's eligibility is confirmed:

The Billings Community Foundation can, by law, only grant to qualified 501(c)3 charitable organizations and educational or governmental institutions. We use Guide Star verification to confirm a recommended grant recipient's IRS status ruling prior to disbursing a grant. In the case of a Field of Interest, Fiscal Sponsorship, or Fundraising Funds, disbursements may be made directly to vendors or service providers only with prior approval from the Executive Director.

4. Billings Community Foundation Executive Board Approval

All grant disbursement requests are subject to the approval of the Billings Community Foundation Executive Committee of the Board of.

5. Grant disbursement processed and prepared

Please note that grant disbursement checks are typically mailed out 2 to 5 business days after approval is received.

6. Communication with grantee(s)

Fund disbursement(s) are sent to the grantee(s) with an acknowledgement letter confirming receipt of the distribution, and unless otherwise indicated, including the source funds information for letters of gratitude.