



NATIONAL
EXCHANGE
CLUB
FOUNDATION
Strengthening Families. Building Communities.
Serving America.

PASSTHROUGH GRANT

Using the National Exchange Club Foundation's 501(c)(3) status for local fundraising efforts.

The National Exchange Club Foundation offers Exchange Clubs the opportunity to secure financial support from organizations or individuals that wish to give the funds to a 501(c)(3) organization. For donations totaling \$250 or more, the foundation will re-grant the funds to the Exchange Club submitting the Passthrough Grant Form, making the donation tax deductible for the donor. The National Exchange Club Foundation generously provides this benefit to Exchange Clubs for a minimal processing fee of only 3%.

Note: Should another Exchange Club wish to contribute to your club's project, that club should pay your club directly, as there are no tax implications for Exchange Clubs. Donations to an Exchange Club Center for the Prevention of Child Abuse should be made directly to the center, as centers are 501(c)3 tax exempt organizations.

It is important to note instructions below:

1. Decide on the project the grant funds will support. Project and/or grant must fit within the service parameters supported by the National Exchange Club Foundation. *The National Exchange Club Foundation reserves the right to reject a grant check if the project does not fit within the service parameters supported by the foundation. Advertising does not fall within the service parameters.*
2. Apply for the grant. Donors should make checks payable to the National Exchange Club Foundation (or "NECF"). **Checks should each total \$250 or more.** The National Exchange Club Foundation 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: *NEC Foundation, 3050 Central Avenue, Toledo, OH 43606.* The National Exchange Club Foundation will process the check(s) and send your club one check issued by the foundation. A 2% processing fee will be deducted from the remittance to the club.
4. If a check is being sent directly to the National Exchange Club Foundation by the donor, the National Exchange Club Foundation must receive the Passthrough Grant Form, in advance of the check, advising of the date the check is to be expected. Funds shall become the property of the National Exchange Club Foundation if the completed form is not submitted within 60 days of receipt of the check.
5. Please allow 2 weeks for a check to be issued by the National Exchange Club Foundation. If a club requests expedited procedures, any costs associated with this will be deducted from the remittance to the club.
6. Any bank fees resulting from stop payment and reissue charges will be deducted from the National Exchange Club Foundation remittance to the club.
7. If a check is not cashed by the club within 120 days, it shall become the property of the National Exchange Club Foundation.
8. Contact the National Exchange Club Foundation if you need the Federal Tax Identification Number or have any questions.

PASSTHROUGH GRANT FORM

Date of Application _____

EXCHANGE CLUB INFORMATION

Club's Federal Tax ID # _____

Exchange Club Name _____

Club President _____

Address _____

City, State, Zip _____

Telephone _____

Email Address _____

Signature of Exchange Club President _____

PERSON TO RECEIVE CHECK *(if different than club president)*

Name _____

Address _____

City, State, Zip _____

Telephone _____

Email Address _____

DONOR INFORMATION *(Please attach a separate page for additional donors)*

Name of Donor	Address City, State, Zip	Donation Amount (minimum \$250)

PROJECT DETAILS

Please check the service area this project addresses *(Note: advertising does not fall within the service parameters)*

_____ Americanism/Patriotism

_____ Child Abuse Prevention

_____ Community Service

_____ Youth Service/Development

Brief description of project _____

Is the donation restricted to your community? Yes _____ No _____

(The donation must be restricted for use in your local community in order for the National Exchange Club Foundation to process your disbursement.)

Send form and checks to: NEC Foundation, 3050 W. Central Avenue, Toledo, OH 43606