



OPTIMIST INTERNATIONAL FOUNDATION CLUB PASS THROUGH GRANT PROGRAM GUIDELINES

If your Optimist Club is seeking grant funds or contributions for funding of your **charitable** community service projects or other charitable, literary or educational programs, you may request the assistance of Optimist International Foundation (OIF) as a 501(c)(3) charitable organization. This program is only available in the United States. Please follow the guidelines below to qualify for the Club Pass Through Grant Program.

- Complete the OIF Pass Through Grant Application and mail or fax to the Optimist International Foundation.
- If you are trying to secure a grant from a corporation or foundation that has their own Grant Application Form, please complete any information pertaining to the Club (but leave the 501(c)(3) signature section blank) and forward that to OIF. We will complete the information regarding the 501(c)(3) and attach any documents that may be necessary. We will mail the completed form and documents to the corporation/foundation/grantor.
- **Checks received from corporations/foundations/grantors must be made payable to "Optimist International Foundation."** OIF will deposit the check and issue a check to the Club for the amount received after the check has cleared the OIF bank. Unless otherwise directed, the check will be sent to the Club officer who signed the application form. A tax receipt will be issued to the corporation/foundation/grantor in January of the following year.
- The Club must report to OIF a final accounting of all grant funds received, using the form that will be mailed with the OIF check issued to the Club. OIF cannot proceed with any further Club Pass Through Grants for the Club until a final report is received from the Club.

Please note:

The amount of funds qualifying for this program is \$100 or more per Donor/grantor.

OIF cannot process Pass Through gifts that are property or real estate. (See *"Is It a Charitable Income Tax Contribution Deduction?"* for more information.)

- Recognition items are not applicable with Pass Through Grant funds.

Direct any questions to: **Optimist International Foundation**
 4494 Lindell Boulevard
 St. Louis, MO 63108
Phone: 800-500-8130 Fax: 314-535-7436
 info@oifoundation.org



OPTIMIST INTERNATIONAL FOUNDATION
CLUB PASS THROUGH GRANT APPLICATION
(PLEASE TYPE OR PRINT ALL INFORMATION)

 Name of Optimist Club Club Number Date

 Contact Name (President or Secretary/Treasurer)

 Address

 Daytime Phone Number *(including area code)* E-Mail Address

 Name of Grantor (Corporation, Foundation, Business or Individual making gift)

 Grantor Contact Name

 Grantor Address

(_____) (_____)
 Daytime Phone Number Daytime Fax Number

Anticipated dollar amount \$ _____ *(\$100 or more per Donor)*

Our Club plans to fund the following charitable program(s) not benefiting a specific family or individual:

1. _____
2. _____
3. _____
4. _____

Our Optimist Club agrees and makes the commitment to use the funding it will obtain for the charitable purposes specified in this application and submit to the Foundation a final accounting of how the funds were used.
OIF cannot proceed with future grants unless a final accounting is submitted.

 Signature of Club President or Secretary-Treasurer

 Title

 Date

| | |
|---------------------------------|---------------|
| Completed by OIF Staff: | |
| _____ Staff Member Signature | _____ Date |
| _____ Staff Member Signature | _____ Date |

OPTIMIST INTERNATIONAL FOUNDATION
CLUB PASS-THROUGH GRANT FINAL ACCOUNTING
(PLEASE TYPE OR PRINT ALL INFORMATION)

Name of Optimist Club

Club Number

Contact Name (President or Secretary/Treasurer)

Address

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Daytime Phone Number *(including area code)*

Amount of funds received \$ _____

Our club funded the following charitable program(s) for the amounts indicated

5. _____ \$ _____

6. _____ \$ _____

7. _____ \$ _____

8. _____ \$ _____

OIF cannot proceed with any future Pass-Through Grants until a final accounting is submitted.

Signature of Club President or Secretary-Treasurer

Title

Date

Revised 1-17-08