



OPTIMIST INTERNATIONAL

F O U N D A T I O N

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 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:

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Phone: 800.500.8130 • Fax: 314.535.7436

info@oifoundation.org

