

How Do I Make a Grant Suggestion?

Choose one of three ways to suggest your grants:

1. Log into your online fund account by visiting www.longbeachcf.org and clicking “My Fund.”
2. Complete the *Grant Suggestion Form* in this packet and fax or mail it to us for processing.
3. Send an email to Colleen Bragalone, Vice President, colleen@longbeachcf.org outlining the grant amount, name of organization, and the purpose. She will complete the *Grant Suggestion Form* and send it back to you for signing. You can then email, fax, or mail it back to us.

LBCF Processes Your Grant

- ✓ Upon receipt of your grant suggestion, we conduct the due diligence to ensure the nonprofit organization is a valid 501(c)(3) and in good standing with the IRS. If any problems are discovered, we will contact you.
- ✓ LBCF submits a check request to our back-office provider. The check and an accompanying cover letter are mailed from our offices to the recipient 7-10 days after the grant suggestion has been made. Please allow additional time for busier giving seasons such as the end of the year.
- ✓ Our standard cover letter is sent with every grant check and includes your fund’s name. If you wish to include your name(s) or have it sent anonymously, please be sure to indicate so when making the grant suggestion.

Sample Cover Letter Language:

*On behalf of the **(Fund Name)**, a fund held at the Long Beach Community Foundation, it is our pleasure to enclose a grant check to **(Nonprofit Organization Name)** in the amount of **\$(Amount)** for the purpose of **(insert donor’s specified purpose or general support if not indicated)**.*

- ✓ Copies of all grant checks and cover letters sent with your grants are kept on file in our offices.