

### **How Do I Make a Grant Recommendation?**

There are three ways to recommend a grant:

1. The fastest and preferred way is via the donor portal found at [www.longbeachcf.org](http://www.longbeachcf.org), click “Log In to My Fund” at the top right corner of the page. From the donor portal dashboard, click the “Request a Grant” tab. There is also a tutorial video found at [longbeachcf.org/access-my-account](http://longbeachcf.org/access-my-account).
2. Complete the [Grant Recommendation Form](#) and return it to us for processing.
3. Send an email to [info@longbeachcf.org](mailto:info@longbeachcf.org) outlining the grant amount, name of organization, and the purpose. We will complete the Grant Suggestion Form and send it back to you to sign and to return.

### **LBCF Processes Your Grant**

- ✓ Upon receipt of your grant recommendation, 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 recommendation 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 recommendation.

*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.