

The Richard H. Driehaus Foundation

MATCHING GIFT GUIDELINES

For RHDF staff and board members:

- The Richard H. Driehaus Foundation will donate up to two dollars for each dollar donated to an eligible non-profit organization.
- To qualify for matching funds, a gift must be at least \$50.00.
- The maximum total for all matching gifts is \$3000 per year for each individual board or staff member.
- If periodic contributions of less than \$50 to charitable organizations (to religious institutions, for example) are made, these donations may be combined and submitted when the total reaches \$50 or more as long as the contributions are made in the same calendar year.

Recipients:

- Matching funds can be used only for 501c3 organizations.
- Except for tax and legal purposes, the Foundation's matching gift should be credited to the individual donor.

Types of Donations:

- A gift may be in the form of cash or check, shares of stock or other securities. It may also take the form of non-cash donations, that is, personal or real property. (If the donation is property of any sort worth more than \$250, a written, independent appraisal must be included with the matching gift form which the recipient organization must submit to the Foundation.

Restrictions:

- No gift may be given to propaganda activities, influencing legislation, or any political candidate.
- Only actual donations, not pledges, will be matched. Nor will mileage, volunteer time, or expenses associated with making a donation be eligible for a matching grant.
- Only charitable portions of a gift will be matched. If the cost of a ticket for an organization's fund-raising event includes a dinner or other goods or services, the value must be deducted from the cost of a ticket when determining the amount eligible for matching funds.
- The matching grants may be denied if such a match would create an undue administrative burden for the Foundation staff, create legal risk for the Foundation, or result in an appearance of impropriety or an inappropriate economic benefit. The executive director will make the final decision.

Application for Matching Grants:

- Employees or directors should fill out the top half of the application and send the entire form with the gift to the chosen organization eligible under the requirements above. The recipient organization then should complete the appropriate part of the application and return to the Foundation.



THE RICHARD H. DRIEHAUS FOUNDATION
333 North Michigan Avenue, Suite 510 Chicago, IL 60601

MATCHING GIFT APPLICATION

- I. To be completed by Foundation Employee or Director and sent to organization with your contribution:

Name of Organization Date of Gift (Month, Day, Year)

Street Address City/State Zip Code

Enclosed is my personal gift of:

Cash or check in the amount of: _____

Shares of stock with a quoted value of: _____

Name of stock: _____

Value: _____

Other gifts (e.g., personal property, real estate, artwork) with a fair market value on the date of the gift of _____. (Attach independent appraisals for non-cash donations worth more than \$250.)

Purpose of Gift (General Operating, project, scholarship, memorial, etc.) _____

If request is for a match less than 2:1, please check here

What ratio or amount, would you like to donate? _____

Name of employee or director: _____

Home address: _____

I attest that the source of funds for this gift comes from my personal assets:

Signature

Date

- II. To be completed by Officer or Development Director of Recipient Organization:

The above director or employee of The Richard H. Driehaus Foundation has asked the Foundation to make a matching gift to your organization. To receive the gift, please provide the following information and send a copy of the entire form to us. Unless your organization is already a grantee of the Foundation, please include your current IRS ruling under Section 501c3. Contributions cannot be made unless we receive this form. Return to: Sunny Fischer, Executive Director, at the above address.

The gift described above was received from _____ on _____
Name of Employee or Director Date

In the amount of: _____

Full legal Name of organization Phone

Address City/State Zip code

Signature of Officer