

Sample Pre-Grant Inquiry Form

THE XYZ FOUNDATION

PRE-GRANT INQUIRY
For Use With
All Expenditure Responsibility Grants

This form must be completed by an appropriate staff person of the Foundation prior to making any grant to an organization with respect to which the Foundation must exercise expenditure responsibility. The purpose of the pre-grant inquiry (as required by law) is to conduct a limited inquiry complete enough to give a reasonable person assurance that the grantee will use the grant for the specified charitable purpose or purposes. The scope of this report will vary from organization to organization depending on the size and the purpose of the grant, the period over which the grant is to be paid, and the prior experience the foundation has had with the potential grantee. At a minimum, this report must include the name, address and prior history of the organization.

Name of Organization: _____

Complete Address: _____

Official Contact Person: Name _____ Title _____

Phone _____ Fax _____

Date of Formation or Incorporation: _____

Purpose(s) of Grant:

The law does not require the Foundation to obtain specific documents. However, to the extent possible, the following types of documents will be helpful. An effort should be made to obtain as many as possible.

- 1) Evidence of the legal status of the grantee (such as organizing documents, articles of incorporation, trust agreements, tax classification or certification from appropriate authorities);
- 2) An annual report or brief description of the grantee's history, goals, mission, recent activities and future plans;
- 3) Recent financial statements (audited financials are preferred);
- 4) A list of the grantee's governing board and key officers;
- 5) [For domestic grantees] A copy of the latest tax return;
- 6) A description of any prior experience (grants or other contacts) the foundation has had with the grantee (if any);
- 7) Evidence of grants made by any other organizations or units of government to the grantee.

- 8) A brief report of any site visit made by a foundation staff or board member (if any).
- 9) A copy of the grant proposal (or application).

Based on a review of all the available information (including the pre-grant inquiry documents provided), it is reasonable to presume that his organization is capable of using the funds granted for the charitable purposes noted above.

Staff member performing pre-grant inquiry:

NAME

TITLE

DATE