

# Grantee Award Letter Form '06

The Leighty Foundation is pleased to grant \$ \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_.

As a private foundation, we give only to organizations that are exempt from income tax under the IRS code Section 501(c)(3), and are publicly funded. According to our records, \_\_\_\_\_ is so qualified. We assume you will notify us of any change in this status. **Please complete the bottom portion of this letter, copy for your records, and return the original to us within 10 working days.**

These grant funds should be used for purposes outlined in your proposal unless we have further discussion. By law, no foundation funds can be used to influence legislation or the outcome of any election, or carry on any voter registration drive.

Evaluation is an important component in assessing the value and the impact of the investment we will both be making. Enclosed is our standard evaluation form that will outline for you the information we gather about our grants.

In addition to our written report, however, we have found it to be very helpful for both us and our grantee organizations to meet in person or by phone to discuss the grant in more detail. These conversations usually occur about ten months after the grant is awarded. We can use the evaluation questions as a spring board for a much richer discussion from which we all can learn.

Please call us if we can be of service, and thank you for the opportunity to partner with you.

Sincerely,

Jane Leighty Justis, Executive Director

Enclosures: Check

DATE OF CHECK \_\_\_\_\_  
RECEIVED \_\_\_\_\_

DATE

AMOUNT OF CHECK \_\_\_\_\_

CHECK NUMBER \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature and Title/Position

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Address & Phone number

**CONTRIBUTION LETTER**

The Leighty Foundation is pleased to contribute \$ \_\_\_\_\_ to \_\_\_\_\_  
for \_\_\_\_\_.

As a private foundation, we give only to organizations that are exempt from income tax under the IRS code Section 501(c)(3), and are publicly funded. According to our records, \_\_\_\_\_ is so qualified. We assume you will notify us of any change in this status. Please complete the bottom portion of this letter, copy for your records, and return the original to us within 10 working days.

We appreciate the work you do and are pleased to be able to partner with you in your efforts!

Sincerely,

Jane Leighty Justis, Executive Director

Enclosure: Check

**DATE OF CHECK** \_\_\_\_\_ **DATE RECEIVED** \_\_\_\_\_

**AMOUNT OF CHECK** \_\_\_\_\_ **CHECK NUMBER** \_\_\_\_\_

\_\_\_\_\_ is registered with the Internal Revenue  
(Name of Organization)  
Service as a 501(c)(3) organization. The Employer Identification Number (EIN) is \_\_\_\_\_.

Explain designation if not 501(c)(3):

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Authorized Signature and Title/Position  
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Address & Phone number

## **INFORMATION REQUESTED**

We recently received your request for information regarding The Leighty Foundation. Enclosed you will find our current annual report that includes our grant application information. Please note that The Leighty Foundation accepts solicited proposals only, as individual board members wish to be personally involved in the projects funded.

Thank you for your interest in The Leighty Foundation, and we wish you success with your mission.

Sincerely,

Kyndal Roark  
Administrative Assistant

Encl: Annual Report