

  
**The Youngstown Foundation**  
**SUPPORT FUND: APPROVAL REQUEST FORM - 2012**

**ORGANIZATION** \_\_\_\_\_

**ADMINISTRATOR/CEO** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_

\_\_\_\_\_ **FAX** \_\_\_\_\_

**INDIVIDUAL RESPONSIBLE FOR SENDING CHECKS TO THE YOUNGSTOWN FOUNDATION:**

**NAME** \_\_\_\_\_ **EMAIL** \_\_\_\_\_  
(If different from above)

**TITLE** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_ **FAX** \_\_\_\_\_  
(If different from above)  
\_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING ATTACHMENTS:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Mission Statement</b>                     | <input type="checkbox"/> <b>2012 Board of Directors roster</b>             |
| <input type="checkbox"/> <b>Executive staff roster</b>                | <input type="checkbox"/> <b>2012 Listing of officers</b>                   |
| <input type="checkbox"/> <b>Summary of organization's services</b>    | <input type="checkbox"/> <b>Copy of IRS 501(c)(3) Determination Letter</b> |
| <input type="checkbox"/> <b>Most recent audit/financial statement</b> | <input type="checkbox"/> <b>Copy of 2010 IRS Form 990</b>                  |

**I UNDERSTAND AND AGREE TO THE FOLLOWING SUPPORT FUND GUIDELINES:**

- ✓ The Youngstown Foundation will from time to time, in its sole discretion, designate as "Approved Charities" of the Support Fund such public charities as The Youngstown Foundation determines serve the city of Youngstown and vicinity in a manner consistent with and in furtherance of The Youngstown Foundation's charitable purposes.
- ✓ A donor to the Support Fund may recommend to The Youngstown Foundation that all or part of the donor's contribution be used to support one or more Approved Charities, in such percentages as the donor may request in writing. All such recommendations will be solely advisory in nature, and are not binding on The Youngstown Foundation, and the Youngstown Foundation will have sole discretion and control with respect to distributions from the Support Fund. All Support Fund contributions will be used by The Youngstown Foundation to support Approved Charities and not for other purposes; however, no particular Approved Charity shall have the right at any time to any portion of the Support Fund.
- ✓ If and to the extent a donor's recommendation for distribution to an Approved Charity is ultimately approved by The Youngstown Foundation, The Youngstown Foundation will make an additional distribution from its Unrestricted Fund to such Approved Charity equal to 5% of the Approved Distribution, subject to the following limitations: (a) an Additional Distribution will be made by The Youngstown Foundation only with respect to the first \$5,000 of any Approved Distribution; and (b) the maximum Additional Distribution(s) for any Approved Charity that will be made by The Youngstown Foundation in any given year is \$5,000.
- ✓ Any written/printed description and/or promotion\* of the Support Fund (e.g., regarding Approved Distributions and Additional Distributions) must be consistent with the above guidelines and be approved by The Youngstown Foundation prior to its printing and distribution to ensure accuracy of the information.

\* Sample wording/key points:

*The Support Fund is a unique way for donors to enhance their giving to Approved Charities*

- *Fund applies to gifts of a minimum of \$100.*
- *Checks should be made payable to The Youngstown Foundation.*
- *Donor must identify in writing the Approved Charity/Charities they wish to support. (Support Fund Guidelines and Roster of Approved Charities is available on The Youngstown Foundation website: [www.youngstownfoundation.org](http://www.youngstownfoundation.org))*
- *If in compliance with the Support Fund guidelines and approval process, an additional distribution of 5% of the donor's contribution will be awarded by The Youngstown Foundation to the Approved Charity/Charities.*
- *For questions and further information, contact The Youngstown Foundation at 330-744-0320.*
- *Mail checks to The Youngstown Foundation, PO Box 1162, Youngstown, Ohio 44501.*
- ***Support Fund donations can be made by credit card on our website: [www.youngstownfoundation.org](http://www.youngstownfoundation.org).***
- ***Approved Support Fund Organizations are encouraged to link their website to The Youngstown Foundation website to ensure easy access for your donors to maximize contributions to your organization through the Support Fund.***

- ✓ An Approved Charity may not contribute to the Support Fund to support another Approved Charity.
- ✓ The Youngstown Foundation retains the power to modify any restriction or condition on the distribution of restricted funds if in its sole judgment such restrictions or conditions become unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the community.
- ✓ Donor recommendations will be reviewed and considered by The Youngstown Foundation upon receipt and that Approved Distributions and any applicable additional distributions will be made by The Youngstown Foundation as soon as practicable following approval of such distributions.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**DATE**

**FOR OFFICE USE: DATE RECEIVED: / / MATERIALS COMPLETED: APPROVAL DATE: / /**

**2012 Support Fund Guidelines Approved by YF Distribution Committee: 12/06/2011**