

### Part A

To be completed by the Ford Foundation participant and sent to the eligible organization. Please *print* all responses.

MR.  MS.  
 NAME (FIRST/LAST)

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HOME ADDRESS

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CITY/STATE/ZIP

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COUNTRY

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E-MAIL ADDRESS

CHECK ONE:  EMPLOYEE  TRUSTEE

ENCLOSED IS MY PERSONAL GIFT OF \$ \_\_\_\_\_ OR  
 \_\_\_\_\_ SHARES OF \_\_\_\_\_ SECURITIES.

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GIFT DATE (MONTH/DAY/YEAR)

AMOUNT TO BE MATCHED IF LESS THAN YOUR CONTRIBUTION:  
 \$ \_\_\_\_\_

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NAME OF RECIPIENT ORGANIZATION

If restricted, my gift and the matching gift should be applied as follows (gifts to religious organizations must be restricted to nonreligious purposes only):

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*I hereby certify that the above donation is entirely my personal contribution and is not, in whole or part, the gift of another individual(s). I also certify that all information is accurate, contributions are not in lieu of tuition or fees, I have not received any personal benefit in exchange and I have read and understand the guidelines of the Ford Foundation Matching Gift Program.*

CONTRIBUTOR'S SIGNATURE

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DATE

### Part B

To be completed by an authorized officer of the eligible nonprofit recipient organization and sent to the address below. Please *print* all responses.

FEED.EMPLOYEE I.D.#

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DATE GIFT WAS RECEIVED

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AMOUNT OF GIFT \$ \_\_\_\_\_ OR  
 \_\_\_\_\_ SHARES OF \_\_\_\_\_ SECURITIES.

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LEGAL NAME OF ORGANIZATION

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ADDRESS

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CITY/STATE/ZIP

---

COUNTRY

---

CONTACT PERSON

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TELEPHONE

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E-MAIL ADDRESS

WEB SITE  
Please indicate the estimated value of any goods or services provided in connection with this gift: \$ \_\_\_\_\_

*I hereby verify receipt of the contribution described herein and certify that the donation represents a charitable contribution and that the donor derives no material benefit (i.e., tuition, dues, tickets, etc.) as a result of this gift except as disclosed above. I also certify that all information provided in this form and otherwise in connection with this request is accurate and that I am an authorized officer of the recipient organization.*

MR.  MS.  
 NAME (FIRST/LAST)

TITLE

SIGNATURE  
First-time applicants: Please attach a copy of your current 501(c)(3) tax-exemption letter from the Internal Revenue Service and return it with this form to:

Ford Foundation Matching Gift Program  
P.O. Box 8498  
Princeton, NJ 08543-8498  
Telephone: (888) 518-7523  
Facsimile: (609) 799-8019  
E-mail: fordfound@easymatch.com

## Ford Foundation

## Matching Gift Program



## Matching Gift Program

The Ford Foundation's Matching Gift Program was developed to encourage private giving to charitable institutions by the Foundation's employees and Trustees.

## Eligibility and Match Guidelines

All full-time and part-time Foundation employees and all members of the Foundation's Board of Trustees are eligible to submit up to a total of \$30,000 in contributions for a Foundation match in any calendar year. The Foundation will match eligible contributions 3-for-1. The minimum contribution that will be matched is \$25. Contributions by spouses, other family members, and estates are not eligible to be matched. Employees and Trustees may make contributions through personal trusts or family foundations if the individual employee or Trustee contributed the funds held by the trust or foundation.

## Eligible Recipient Organizations

Eligible recipient organizations must:

- have a current ruling from the Internal Revenue Service that they are tax-exempt under Section 501(c)(3) and are classified as a public charity under Section 509(a)(1), (2) or (3) of the Internal Revenue Code (other than a Type III supporting organization), or
- be a governmental unit, or
- be a tax-exempt religious organization, or
- qualify as a foreign equivalent of a public charity in the opinion of the Ford Foundation.

Matching funds may be used only for charitable, scientific, literary or educational purposes and are subject to the Internal Revenue Service private foundation rules. Contributions to religious

organizations must be for nonreligious purposes (e.g., soup kitchens, day-care centers, low-income housing, community development programs and homeless shelters) to be eligible.

## Eligible Gifts

Eligible contributions must be in the form of cash (including check or credit card) or shares of marketable securities. Pledges, personal property, real property, mileage, volunteer time, and expenses associated with making a noncash donation are examples of ineligible contributions. School tuition or fees, subscription fees for publications, or other such payments are also not eligible to be matched. If marketable securities have been contributed, the matching gift will be based on the published closing price of the securities on the date the gift was made.

Only the charitable portion of a donation will be matched. For example, a donation that includes the cost of admission to an event cannot be matched unless the value of the event is deducted from the amount of the donation. The remaining portion of the contribution can be submitted if it is at least \$25. The recipient organization is responsible for determining the value of any benefit provided.

Matching gift forms must be received within one year after the date of the gift to be eligible.

The Foundation match may not be used to satisfy a legally binding pledge.

The Foundation reserves the right to deny a request for matching funds if making a match would result in an appearance of impropriety or if the participant would receive any inappropriate economic benefit.

## Application Procedure

To apply for matching funds, please complete *Part A* of this form and mail it with your contribution to the eligible organization. An authorized officer at the organization should then complete *Part B* and send it to the Ford Foundation Matching Gift Program, P.O. Box 8498, Princeton, NJ 08543-8498 with copies of the current Treasury Department's rulings on the organization's tax classification under Internal Revenue Code Section 501(c)(3) and 509(a)(1), (2), or (3), or with other documentation of eligibility for funding that the Foundation may request.

The Foundation will process payments of matching gifts on a quarterly basis.

*Failure to complete any part of this form or to supply any requested documentation may result in processing delays or rejection.*

## For Additional Information

If you have questions or need additional Matching Gift Forms, you may call or write:

Ford Foundation Matching Gift Program  
P.O. Box 8498

Princeton, NJ 08543-8498

Telephone: (888) 518-7523

Facsimile: (609) 799-8019

E-mail: [fordfound@easymatch.com](mailto:fordfound@easymatch.com)

The Foundation reserves the right to amend, modify, suspend or terminate the Matching Gift Program at any time.

