

CRAIG NEWMARK PHILANTHROPIES – INFORMATION REQUEST

Please provide the following information to be considered for a grant. Please understand that completing and submitting this Information Request does not guarantee that you will receive a grant.

How did you hear about Craig Newmark Philanthropies?

- Board Member: _____ News Article: _____ Social Media: _____
 Website: _____ Other: _____

1. Potential Grantee Contact Information

Potential Grantee Name and EIN: _____

Mailing Address: _____

Website: _____

Primary Contact for Grant (name/title): _____

Email: _____ Phone Number: _____

Mailing Address: _____

Fiscal Sponsor Name and EIN (if applicable): _____

2. Details of Grant

Grant Amount Requested: \$ _____

What area of support does your nonprofit project fit into (please check only one)?

- Veterans and Military Families
 Trustworthy Journalism
 Voter Protection
 Women in Technology

Provide a description how the grant will be used to advance the mission of Craig Newmark Philanthropies (please include a description of the project's timeline and communications plan):

If you need more space, please attach additional pages.

How does your organization publicly acknowledge grants?

- Website: _____
- Press releases: _____
- Other: _____

Please note that Craig Newmark Philanthropies must approve all public communications regarding any grant.

Primary Contact for Communications (name/title): _____

Email: _____ Phone Number: _____

3. Background Information

Has Craig Newmark Philanthropies (or, to your knowledge, another nonprofit supported by Craig Newmark Philanthropies or Craig Newmark) provided a contribution to Potential Grantee? If yes, please provide grantor name, year the grant was issued, and amount of the grant:

Name	Year	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Attachments to Information Request

Please submit the following information with this Information Request:

- IRS determination letter or other qualified proof of public charity status (e.g., determination letter pursuant to I.R.C. Sections 501(c)(3) and 509(a)(1) or 509(a)(2))
- Proof of active status with IRS (e.g., screen shot of irs.gov confirmation of tax-exempt status)
- Proof of active status with applicable Secretary of State (e.g., screen shot of Secretary of State website showing active status or certificate of good standing)
- If applicable, please submit a copy of the fiscal sponsorship agreement that applies to the project

We may request that you provide your three most recent federal tax returns with attachments (e.g., IRS Form 990, 990-EZ, or 990-N).

5. Other Major Funders

If requesting a grant of more than \$25,000, please list major funders of the current project:

Name	Amount
_____	_____
_____	_____
_____	_____
_____	_____

6. Conditions of Grant and Completion of Information Request

If a grant (the “Grant”) is received by Potential Grantee from Craig Newmark Philanthropies (including any grant from Craig Newmark Foundation after the date below) and any information in this Information Request changes, Potential Grantee agrees to update the grantor of the Grant (“Grantor”). Furthermore, if Potential Grantee receives the Grant, Potential Grantee certifies and agrees, as a condition of accepting the Grant from Grantor:

- Potential Grantee is a public charity in good standing described under Sections 501(c)(3) and 509(a)(1) or (2) of the Internal Revenue Code of 1986, as amended (the “Code”);
- The Grant shall be used exclusively for tax exempt purposes described in Code Section 501(c)(3);
- Potential Grantee will exercise full control and oversight over the Grant and administration of the Grant;
- No part of the Grant shall be used (or earmarked to be used) in any attempt to influence legislation;
- No part of the Grant will be used to participate in or intervene in any political campaign on behalf of or in opposition to any candidate for public office, to induce or encourage violations of law or public policy, to cause any private inurement or improper private benefit to occur, or to take any other action inconsistent with Code Section 501(c)(3);
- Potential Grantee will defend, indemnify and hold harmless Grantor and Grantor’s officers, directors, agents, employees, and contractors from and against all claims, demands, payments, suits, actions, proceedings and judgments of every nature and description, including attorneys’ fees and costs, presented, brought or recovered against Grantor for or on account of any liability arising out of Potential Grantee’s use or administration of the Grant and any liability arising out of any omission or action in connection with the Grant of any officer, director, agent, employee, or contractor affiliated with Potential Grantee;

- Potential Grantee agrees to maintain its records in a manner that adequately shows the use of the Grant exclusively for tax exempt purposes as described in Code Section 501(c)(3) and to make such records available to Grantor upon request--such records shall be maintained for a minimum of seven (7) years after the complete expenditure of the Grant;
- No goods or services have been (or will be) received by Grantor in return for the Grant;
- To return to Grantor any portion of the Grant that is not used for tax exempt purposes described under Code Section 501(c)(3); and
- To provide a donation receipt to Grantor upon receipt of the Grant.

Potential Grantee, through the signature of the authorized representative of Potential Grantee, certifies that this Information Request is complete and accurate and Potential Grantee agrees to the conditions of this Information Request effective as of the date below:

Signature of Authorized Representative of Potential Grantee: _____

Printed Name/Title: _____ Date: _____

CRAIG NEWMARK PHILANTHROPIES – INFORMATION REQUEST CHECKLIST

Please use this checklist to confirm that you have submitted a complete and accurate Information Request to Craig Newmark Philanthropies. Please submit all forms to <http://www.craignewmarkphilanthropies.org/apply>.

1. The Information Request is signed by an authorized representative of Potential Grantee.
2. An IRS determination letter or other qualified proof of public charity status for Potential Grantee (e.g., determination letter pursuant to I.R.C. Sections 501(c)(3) and 509(a)(1) or 509(a)(2)) is attached to the Information Request.
3. Proof of active status with the IRS for Potential Grantee (e.g., screen shot of irs.gov confirmation of public charity status) is attached to the Information Request.
4. Proof of active status with the applicable Secretary of State for Potential Grantee (e.g., screen shot of Secretary of State website showing active status or a certificate of good standing) is attached to the Information Request.
5. If applicable, a fiscal sponsorship agreement that applies to the project is attached to the Information Request.