



**KNIGHTS OF COLUMBUS**  
**Donor Advised Fund**  
**Contribution Request Procedures**

1. All requests must be submitted using the approved form and should be sent to the Donor Advised Fund Committee at the address on the form.
2. Sufficient information should be provided to allow the Committee to understand the purpose of the request, how the funds will be used to meet the requested need and what impact it will have. Details such as the total budget and other sources of funding are also required. The form is the best way to tell the Committee why they should consider the request over others they receive. Additional attachments that are needed to describe or explain the request should also be included with the request form.
3. The goal of the Fund is to provide *needs based* and *value driven* contributions focusing on local programs or projects that are consistent with the mission and values of the Knights of Columbus.
4. Priority consideration will be given to requests that are broad based, collaborative efforts supported by multiple funding sources. For example, a request that benefits the entire community will be given priority over one benefiting only a particular group.
5. Funding will be limited to no more than 50% of the total cost of the project or program for which the funds are being requested.
6. It is the intent to fund a few requests where our contribution will have a meaningful impact rather than fund many, small requests.
7. Contribution submission and review process:
  - a. Requests should be submitted once each calendar year by December 31st with a separate form used for each request.
  - b. During the 1st Quarter of the following year, the Donor Advised Fund Committee will review all written requests received and make a recommendation on distribution of available funds.
  - c. The Committee at their discretion may ask for additional information or may ask the requester to make a presentation to allow the Committee to best understand the request. It is suggested enough information should be provided with the request form to allow the Committee to make an informed decision on whether the request meets the intent of the fund and whether the request is the best use of available funds compared to other requests received.
  - d. All decisions on awards will be at the sole discretion of the Committee based on information provided with the request form, input from their respective Councils and any additional information requested by the Committee.
  - e. All organizations who submitted requests will be notified in writing of funding decisions no later than March 31<sup>st</sup>. Any requests not selected for funding can be resubmitted for consideration the next year.