



American Friends of  
Canadian Conservation

## Grant Recommendation Letter Template

\_\_\_\_\_  
*Donor name(s)*

\_\_\_\_\_  
*Address*

( \_\_\_\_\_ ) \_\_\_\_\_

*Telephone number*

*Email*

Dear American Friends of Canadian Conservation,  
Attached please find a check, **payable to American Friends of Canadian Conservation**, for \$ \_\_\_\_\_ USD (minimum gift \$200) for your Cross-Border Conservation Program. I wish to request that American Friends consider a grant recommendation in favor of the following organization:

\_\_\_\_\_  
*Organization name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Contact Person*

\_\_\_\_\_  
*Telephone number*

*Email*

I/we understand that American Friends can make a grant only to an organization that meets all grantee eligibility criteria, is approved by and in good standing with the American Friends. I also understand that the board of American Friends has absolute discretion and exclusive power to decide whether or not to follow my recommendation, and that, as required by the Internal Revenue Service, American Friends will not accept contributions earmarked for or directed to a specific Canadian organization. I would like to stipulate that any additional donations I make in the future follow this same grant recommendation unless you are notified by me of a different intent.

If American Friends decides to make a grant according to my recommendation, I understand that American Friends will automatically retain a portion of my gift to operate its programs according to this schedule: \$30 flat fee for gifts between \$200 - \$500; 6% of the amount of the gift between \$501 - \$10,000; 4% of the amount between \$10,001 - \$100,000; 2% for amounts over \$100,000.

In addition, I would like American Friends to retain \_\_\_\_\_ \$ amount or % of the total gift to support its cross border conservation initiatives. If American Friends decides to make a grant according to my request, it has my permission to forward my name and contact information, and the amount of my gift, to the recipient organization.

Sincerely,

\_\_\_\_\_

Please print, complete and sign this form or draft a letter using this document as a template.

Send your check and completed form/letter to: American Friends of Canadian Conservation

336 36<sup>th</sup> Street #717, Bellingham, WA 98225