



Chai Match

Phase 1 Guidelines

- ◆ Seek donations for Phase I of the Chai Match, for up to \$54,000. Eligible gifts will meet the following criteria.
 - * Minimum gift of \$10,000
 - * Pledge must be made by 10/18/2011; paid in full before 3/18/2012
 - * A combined gift from members of the same family is allowed (spouse, parents, grandparents, siblings and children), totaling \$10,000 or more
 - * Family trust, foundation and corporate gifts are allowed (gifts from a Jewish Federation or the Foundation for Jewish Camp are not eligible)
 - * Gifts may be from new or previous donors
 - * Gift designation is consistent with the camp's Chai Match plan for usage of funds (see below)

- ◆ Use the Pledge/Gift Letter template to create a customized pledge letter/card for each Phase I donor. This pledge/gift acknowledgement must be signed by the donor and a copy sent to the Grinspoon Institute by 10/18/2011.

- ◆ Working with your Institute mentor, complete a detailed plan for use of all funds raised by Chai Match, based on the outline in your Chai Match application. Usage must be at least 50% for capital improvements. The plan must be approved by the mentor and sent to the Grinspoon Institute by 10/18/2011.

- ◆ Complete the Phase 1 Report including required signatures, and submit by 3/18/2012.

- ◆ Send copies of **proof of payments** of Phase 1 gifts to the Grinspoon Institute by 3/18/2012.



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Phase 2 Guidelines

- ◆ All requirements of Phase 1 must be complete before the camp can request Grinspoon Institute matching funds.
- ◆ Seek donations for Phase 2 of Chai Match, totaling up to \$324,000. Eligible gifts/pledges will meet the following criteria.
 - * Minimum gift of \$1,800
 - * Pledge must be made by 3/18/2012; paid in full before 9/18/2014
 - * First 1/3 of pledge must be paid within 60 days of submission of pledge
 - * A combined gift from members of the same family is allowed (spouse, parents, grandparents, siblings and children), totaling \$1,800 or more
 - * Family trust, foundation and corporate gifts are allowed (gifts from a Jewish Federation or the Foundation for Jewish Camp are not eligible)
 - * Gifts may be from new or previous donors
 - * Gift designation is consistent with the camp's Chai Match plan for usage of funds (see Phase I guidelines)
- ◆ Submit a Donor Information Form to the Grinspoon Institute for each qualified gift/pledge, with a pledge letter/card signed by the donor, no later than 3/18/2012.
- ◆ Submit proof of payment of the first 1/3 of each pledge, no later than 60 days after submitting the Donor Information Form to the Grinspoon Institute.
- ◆ Submit proof of subsequent payments for each pledge to the Grinspoon Institute as funding is received. Quarterly matching payments from HGF will be available starting in April 2012 and will be based on receipt of this paperwork.



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Summary of Deadlines

- 10/18/2011:** Phase 1 Pledge/Gift Letter(s), mentor-approved plan for use of funds
- 3/18/2012:** Phase 1 Report, proof of payment of completed Phase 1 pledges, Donor Information Form for each Phase 2 pledge
- Within 60 days after submitting each Phase 2 Donor Information Form:** proof of payment for 1/3 of pledge
- Each April 1, July 1, October 1, January 1 starting on April 1, 2012:** proof of payment for Phase 2 payments to be matched in that quarter
- 9/18/2014:** last day to submit proof of payment for all Phase 2 pledges. *Congratulations, your Chai Match is complete!*

Please note, all decisions for matching funds are at the sole discretion of the Harold Grinspoon Foundation. Terms and conditions are subject to change and/or termination at any time.

Fax or mail completed applications and all supporting materials to:

Grinspoon Institute for Jewish Philanthropy
Attn: Gretchen Laise
380 Union Street, Suite 200
West Springfield, MA 01089
Fax: (413) 734-4063

Questions? Send a note to philanthropy@hgf.org