

EXHIBIT 10 — P1THE RECORDS WHICH THE TREASURY REQUIRES OF GRANTORS

- (a) Name and address of recipient
- (b) Amount of grant
- (c) Purpose of this disbursement
- (d) Relation, if any, to persons who created or controlled foundation.

In addition to these skeletal records, good practice would suggest a procedure for processing grants by the foundation. Such procedures will both serve to assure the Treasury that you are operating a bona fide program (and this may be prudent since the initial recipients of your philanthropy may tend to be children and relations, if not you yourself) and to make things easier in your relations with strangers whom you might want to consider helping (i.e., it can make it more impersonal and easier to say no).

Mr. Harvey B. Matthews, Jr. of the Ford Foundation, speaking at New York University's Conference on Charitable Foundations, suggested these steps for processing grants:

- (1) A stated program containing some sort of guidelines for determining what sort of grants will be considered (e.g., tuition scholarship for college students).
- (2) Application - require some written application which makes clear that the person is applying for a grant and not just making an inquiry. The application should make clear what the money is wanted for so that the foundation can tell whether it falls within the foundation's program and corporate purposes.
- (3) Action Control - Mr. Mathews suggests that a piece of paper be attached to the application to record everything that is done regarding the application.
- (4) Preliminary screening and review. At this stage the foundation compares the request with its program to see whether or not the request falls within the grant program.