

regarding application. It is only good business practice to keep close records of all ideas or letters sent to your foundation. In some cases your foundation may receive unsolicited applications from unrelated third-parties. Many of these applications might include original ideas created by the applicant. To avoid potential copyright, patent or other infringements, action or actions for negligence, great care should be taken in the handling of all letters and applications regarding grants. In order to provide consistency the same care should be taken for all grant applications, even though the applications may be from persons closely related to the foundation. It is recommended that correspondence be maintained with all persons who apply regardless of the final determination of the board of directors; that is, that a "thank you" note should be sent to all losers and all original material should be returned unless a grant is awarded.

If your foundation is small and has only a limited endowment and limited desire to give away money, it is recommended that publicity about