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Return of Private Foundation
or Section 4947(a)(1) Nonexempt Charitable Trust
Treated as a Private Foundation

Note. The foundation may be able to use a copy of this return to satisfy state reporting requirements

For calendar year 2012 or tax year beginning , and ending

Name of foundation The Reynolds and Reynolds Company Foundation		A Employer identification number 31-1168299
Number and street (or P O box number if mail is not delivered to street address) One Reynolds Way		B Telephone number (see instructions) 937-485-2773
City or town, state, and ZIP code Kettering OH 45430		C If exemption application is pending, check here <input type="checkbox"/>
G Check all that apply: <input type="checkbox"/> Initial return <input type="checkbox"/> Initial return of a former public charity <input type="checkbox"/> Final return <input type="checkbox"/> Amended return <input checked="" type="checkbox"/> Address change <input type="checkbox"/> Name change		D 1. Foreign organizations, check here <input type="checkbox"/> 2. Foreign organizations meeting the 85% test, check here and attach computation <input type="checkbox"/>
H Check type of organization. <input checked="" type="checkbox"/> Section 501(c)(3) exempt private foundation <input type="checkbox"/> Section 4947(a)(1) nonexempt charitable trust <input type="checkbox"/> Other taxable private foundation		E If private foundation status was terminated under section 507(b)(1)(A), check here <input type="checkbox"/>
I Fair market value of all assets at end of year (from Part II, col. (c), line 16) \$ 3,740,702	J Accounting method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other (specify) _____	
(Part I, column (d) must be on cash basis)		

Part I Analysis of Revenue and Expenses (The total of amounts in columns (b), (c), and (d) may not necessarily equal the amounts in column (a) (see instructions))		(a) Revenue and expenses per books	(b) Net investment income	(c) Adjusted net income	(d) Disbursements for charitable purposes (cash basis only)
Revenue	1 Contributions, gifts, grants, etc., received (attach schedule)				
	2 Check <input type="checkbox"/> if the foundation is not required to attach Sch. B				
	3 Interest on savings and temporary cash investments	129,765	129,765		
	4 Dividends and interest from securities				
	5 a Gross rents				
	b Net rental income or (loss)				
	6 a Net gain or (loss) from sale of assets not on line 10	202,781			
	b Gross sales price for all assets on line 6a	1,767,266			
	7 Capital gain net income (from Part IV, line 2)		202,781		
	8 Net short-term capital gain				
	9 Income modifications				
	10 a Gross sales less returns and allowances				
b Less Cost of goods sold					
c Gross profit or (loss) (attach schedule)					
11 Other income (attach schedule)	5	5			
12 Total. Add lines 1 through 11	332,551	332,551	0		
Operating and Administrative Expenses	13 Compensation of officers, directors, trustees, etc.				
	14 Other employee salaries and wages				
	15 Pension plans, employee benefits				
	16 a Legal fees (attach schedule)				
	b Accounting fees (attach schedule)				
	c Other professional fees (attach schedule)				
	17 Interest				
	18 Taxes (attach schedule) (see instructions)	200			200
	19 Depreciation (attach schedule) and depletion				
	20 Occupancy				
	21 Travel, conferences, and meetings				
	22 Printing and publications				
	23 Other expenses (attach schedule)	20,066	20,066		
	24 Total operating and administrative expenses. Add lines 13 through 23	20,266	20,066	0	200
	25 Contributions, gifts, grants paid	178,625			178,625
26 Total expenses and disbursements. Add lines 24 and 25	198,891	20,066	0	178,825	
27 Subtract line 26 from line 12					
a Excess of revenue over expenses and disbursements	133,660				
b Net investment income (if negative, enter -0-)		312,485			
c Adjusted net income (if negative, enter -0-)			0		

Part II Balance Sheets

Attached schedules and amounts in the description column should be for end-of-year amounts only (See instructions)

		Beginning of year	End of year	
		(a) Book Value	(b) Book Value	(c) Fair Market Value
Assets	1 Cash—non-interest-bearing	11	111	111
	2 Savings and temporary cash investments	3,236,530	3,370,090	3,740,591
	3 Accounts receivable ▶			
	Less: allowance for doubtful accounts ▶			
	4 Pledges receivable ▶			
	Less: allowance for doubtful accounts ▶			
	5 Grants receivable			
	6 Receivables due from officers, directors, trustees, and other disqualified persons (attach schedule) (see instructions)			
	7 Other notes and loans receivable (attach schedule) ▶			
	Less: allowance for doubtful accounts ▶			
	8 Inventories for sale or use			
	9 Prepaid expenses and deferred charges			
	10 a Investments—U S and state government obligations (attach schedule)			
	b Investments—corporate stock (attach schedule)			
	c Investments—corporate bonds (attach schedule)			
	11 Investments—land, buildings, and equipment: basis ▶			
Less: accumulated depreciation (attach schedule) ▶				
12 Investments—mortgage loans				
13 Investments—other (attach schedule)				
14 Land, buildings, and equipment: basis ▶				
Less: accumulated depreciation (attach schedule) ▶				
15 Other assets (describe ▶)				
16 Total assets (to be completed by all filers—see the instructions. Also, see page 1, item I)	3,236,541	3,370,201	3,740,702	
Liabilities	17 Accounts payable and accrued expenses			
	18 Grants payable			
	19 Deferred revenue			
	20 Loans from officers, directors, trustees, and other disqualified persons			
	21 Mortgages and other notes payable (attach schedule)			
	22 Other liabilities (describe ▶)			
	23 Total liabilities (add lines 17 through 22)	0	0	
Net Assets or Fund Balances	Foundations that follow SFAS 117, check here <input type="checkbox"/>			
	24 Unrestricted			
	25 Temporarily restricted			
	26 Permanently restricted			
	Foundations that do not follow SFAS 117, check here <input checked="" type="checkbox"/>			
	27 Capital stock, trust principal, or current funds	3,236,541	3,370,201	
	28 Paid-in or capital surplus, or land, bldg., and equipment fund			
	29 Retained earnings, accumulated income, endowment, or other funds			
30 Total net assets or fund balances (see instructions)	3,236,541	3,370,201		
31 Total liabilities and net assets/fund balances (see instructions)	3,236,541	3,370,201		

Part III Analysis of Changes in Net Assets or Fund Balances

1 Total net assets or fund balances at beginning of year—Part II, column (a), line 30 (must agree with end-of-year figure reported on prior year's return)	1	3,236,541
2 Enter amount from Part I, line 27a	2	133,660
3 Other increases not included in line 2 (itemize) ▶	3	
4 Add lines 1, 2, and 3	4	3,370,201
5 Decreases not included in line 2 (itemize) ▶	5	
6 Total net assets or fund balances at end of year (line 4 minus line 5)—Part II, column (b), line 30	6	3,370,201

Part IV Capital Gains and Losses for Tax on Investment Income

(a) List and describe the kind(s) of property sold (e.g., real estate, 2-story brick warehouse, or common stock, 200 shs. MLC Co.)		(b) How acquired P—Purchase D—Donation	(c) Date acquired (mo., day, yr.)	(d) Date sold (mo., day, yr.)
1a Publicly Traded Securities				
b				
c				
d				
e				
(e) Gross sales price	(f) Depreciation allowed (or allowable)	(g) Cost or other basis plus expense of sale	(h) Gain or (loss) (e) plus (f) minus (g)	
a 1,767,266		1,564,485	202,781	
b				
c				
d				
e				
Complete only for assets showing gain in column (h) and owned by the foundation on 12/31/69			(i) Gains (Col. (h) gain minus col. (k), but not less than -0-) or Losses (from col. (h))	
(i) FMV as of 12/31/69	(j) Adjusted basis as of 12/31/69	(k) Excess of col. (i) over col. (j), if any		
a			202,781	
b				
c				
d				
e				
2 Capital gain net income or (net capital loss) { If gain, also enter in Part I, line 7 If (loss), enter -0- in Part I, line 7 }			2	202,781
3 Net short-term capital gain or (loss) as defined in sections 1222(5) and (6): If gain, also enter in Part I, line 8, column (c) (see instructions). If (loss), enter -0- in Part I, line 8 }			3	0

Part V Qualification Under Section 4940(e) for Reduced Tax on Net Investment Income

(For optional use by domestic private foundations subject to the section 4940(a) tax on net investment income.)

If section 4940(d)(2) applies, leave this part blank.

Was the foundation liable for the section 4942 tax on the distributable amount of any year in the base period? ☐ Yes ☒ No

If "Yes," the foundation does not qualify under section 4940(e). Do not complete this part.

1 Enter the appropriate amount in each column for each year; see the instructions before making any entries.

(a) Base period years Calendar year (or tax year beginning in)	(b) Adjusted qualifying distributions	(c) Net value of noncharitable-use assets	(d) Distribution ratio (col. (b) divided by col. (c))
2011	176,276	3,419,460	0.051551
2010	147,475	3,275,886	0.045018
2009	192,940	2,950,037	0.065403
2008	221,100	3,842,347	0.057543
2007	215,898	4,410,923	0.048946
2 Total of line 1, column (d)			2 0.268461
3 Average distribution ratio for the 5-year base period—divide the total on line 2 by 5, or by the number of years the foundation has been in existence if less than 5 years			3 0.053692
4 Enter the net value of noncharitable-use assets for 2012 from Part X, line 5			4 3,587,568
5 Multiply line 4 by line 3			5 192,624
6 Enter 1% of net investment income (1% of Part I, line 27b)			6 3,125
7 Add lines 5 and 6			7 195,749
8 Enter qualifying distributions from Part XII, line 4 If line 8 is equal to or greater than line 7, check the box in Part VI, line 1b, and complete that part using a 1% tax rate. See the Part VI instructions			8 178,825

Part VI Excise Tax Based on Investment Income (Section 4940(a), 4940(b), 4940(e), or 4948—see instructions)

1 a Exempt operating foundations described in section 4940(d)(2), check here <input type="checkbox"/> and enter "N/A" on line 1. Date of ruling or determination letter _____ (attach copy of letter if necessary—see instructions)				
b Domestic foundations that meet the section 4940(e) requirements in Part V, check here <input type="checkbox"/> and enter 1% of Part I, line 27b		1	6,250	
c All other domestic foundations enter 2% of line 27b. Exempt foreign organizations enter 4% of Part I, line 12, col. (b).				
2 Tax under section 511 (domestic section 4947(a)(1) trusts and taxable foundations only. Others enter -0-)		2	0	
3 Add lines 1 and 2		3	6,250	
4 Subtitle A (income) tax (domestic section 4947(a)(1) trusts and taxable foundations only. Others enter -0-)		4		
5 Tax based on investment income. Subtract line 4 from line 3. If zero or less, enter -0-		5	6,250	
6 Credits/Payments:				
a 2012 estimated tax payments and 2011 overpayment credited to 2012	6a	1,252		
b Exempt foreign organizations—tax withheld at source	6b			
c Tax paid with application for extension of time to file (Form 8868)	6c			
d Backup withholding erroneously withheld	6d			
7 Total credits and payments. Add lines 6a through 6d	7	1,252		
8 Enter any penalty for underpayment of estimated tax. Check here <input type="checkbox"/> if Form 2220 is attached	8	38		
9 Tax due. If the total of lines 5 and 8 is more than line 7, enter amount owed	9	5,036		
10 Overpayment. If line 7 is more than the total of lines 5 and 8, enter the amount overpaid	10	0		
11 Enter the amount of line 10 to be. Credited to 2013 estimated tax <input type="checkbox"/> Refunded <input type="checkbox"/>	11	0		

Part VII-A Statements Regarding Activities

	Yes	No
1 a During the tax year, did the foundation attempt to influence any national, state, or local legislation or did it participate or intervene in any political campaign?	1a	X
b Did it spend more than \$100 during the year (either directly or indirectly) for political purposes (see Instructions for the definition)? If the answer is "Yes" to 1a or 1b, attach a detailed description of the activities and copies of any materials published or distributed by the foundation in connection with the activities.	1b	X
c Did the foundation file Form 1120-POL for this year?	1c	X
d Enter the amount (if any) of tax on political expenditures (section 4955) imposed during the year: (1) On the foundation. ► \$ _____ (2) On foundation managers. ► \$ _____		
e Enter the reimbursement (if any) paid by the foundation during the year for political expenditure tax imposed on foundation managers. ► \$ _____		
2 Has the foundation engaged in any activities that have not previously been reported to the IRS? If "Yes," attach a detailed description of the activities.	2	X
3 Has the foundation made any changes, not previously reported to the IRS, in its governing instrument, articles of incorporation, or bylaws, or other similar instruments? If "Yes," attach a conformed copy of the changes	3	X
4 a Did the foundation have unrelated business gross income of \$1,000 or more during the year?	4a	X
b If "Yes," has it filed a tax return on Form 990-T for this year?	4b	N/A
5 Was there a liquidation, termination, dissolution, or substantial contraction during the year? If "Yes," attach the statement required by General Instruction T	5	X
6 Are the requirements of section 508(e) (relating to sections 4941 through 4945) satisfied either: • By language in the governing instrument, or • By state legislation that effectively amends the governing instrument so that no mandatory directions that conflict with the state law remain in the governing instrument?	6	X
7 Did the foundation have at least \$5,000 in assets at any time during the year? If "Yes," complete Part II, col (c), and Part XV .	7	X
8 a Enter the states to which the foundation reports or with which it is registered (see instructions) ► OH		
b If the answer is "Yes" to line 7, has the foundation furnished a copy of Form 990-PF to the Attorney General (or designate) of each state as required by General Instruction G? If "No," attach explanation	8b	X
9 Is the foundation claiming status as a private operating foundation within the meaning of section 4942(j)(3) or 4942(j)(5) for calendar year 2012 or the taxable year beginning in 2012 (see instructions for Part XIV)? If "Yes," complete Part XIV	9	X
10 Did any persons become substantial contributors during the tax year? If "Yes," attach a schedule listing their names and addresses	10	X

Part VII-A Statements Regarding Activities (continued)

11	At any time during the year, did the foundation, directly or indirectly, own a controlled entity within the meaning of section 512(b)(13)? If "Yes," attach schedule (see instructions)	11		X
12	Did the foundation make a distribution to a donor advised fund over which the foundation or a disqualified person had advisory privileges? If "Yes," attach statement (see instructions)	12		X
13	Did the foundation comply with the public inspection requirements for its annual returns and exemption application? Website address ► <u>www.reyrey.com</u>	13	X	
14	The books are in care of ► <u>Alice Davisson</u> Telephone no. ► <u>(937) 485-8138</u> Located at ► <u>One Reynolds Way Kettering OH</u> ZIP+4 ► <u>45430</u>			
15	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-PF in lieu of Form 1041—Check here and enter the amount of tax-exempt interest received or accrued during the year	15		► <input type="checkbox"/>
16	At any time during calendar year 2012, did the foundation have an interest in or a signature or other authority over a bank, securities, or other financial account in a foreign country? See the instructions for exceptions and filing requirements for Form TD F 90-22.1 If "Yes," enter the name of the foreign country ►	16	Yes No	X

Part VII-B Statements Regarding Activities for Which Form 4720 May Be Required

File Form 4720 if any item is checked in the "Yes" column, unless an exception applies.

	Yes	No
1a During the year did the foundation (either directly or indirectly):		
(1) Engage in the sale or exchange, or leasing of property with a disqualified person? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
(2) Borrow money from, lend money to, or otherwise extend credit to (or accept it from) a disqualified person? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
(3) Furnish goods, services, or facilities to (or accept them from) a disqualified person? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
(4) Pay compensation to, or pay or reimburse the expenses of, a disqualified person? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
(5) Transfer any income or assets to a disqualified person (or make any of either available for the benefit or use of a disqualified person)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
(6) Agree to pay money or property to a government official? (Exception. Check "No" if the foundation agreed to make a grant to or to employ the official for a period after termination of government service, if terminating within 90 days.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
b If any answer is "Yes" to 1a(1)–(6), did any of the acts fail to qualify under the exceptions described in Regulations section 53.4941(d)-3 or in a current notice regarding disaster assistance (see instructions)? <input type="checkbox"/> 1b N/A		
c Did the foundation engage in a prior year in any of the acts described in 1a, other than excepted acts, that were not corrected before the first day of the tax year beginning in 2012? <input type="checkbox"/> 1c X		
2 Taxes on failure to distribute income (section 4942) (does not apply for years the foundation was a private operating foundation defined in section 4942(j)(3) or 4942(j)(5)):		
a At the end of tax year 2012, did the foundation have any undistributed income (lines 6d and 6e, Part XIII) for tax year(s) beginning before 2012? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," list the years ► 20 _____, 20 _____, 20 _____, 20 _____		
b Are there any years listed in 2a for which the foundation is not applying the provisions of section 4942(a)(2) (relating to incorrect valuation of assets) to the year's undistributed income? (If applying section 4942(a)(2) to all years listed, answer "No" and attach statement—see instructions) <input type="checkbox"/> 2b N/A		
c If the provisions of section 4942(a)(2) are being applied to any of the years listed in 2a, list the years here. ► 20 _____, 20 _____, 20 _____, 20 _____		
3a Did the foundation hold more than a 2% direct or indirect interest in any business enterprise at any time during the year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
b If "Yes," did it have excess business holdings in 2012 as a result of (1) any purchase by the foundation or disqualified persons after May 26, 1969; (2) the lapse of the 5-year period (or longer period approved by the Commissioner under section 4943(c)(7)) to dispose of holdings acquired by gift or bequest; or (3) the lapse of the 10-, 15-, or 20-year first phase holding period? (Use Schedule C, Form 4720, to determine if the foundation had excess business holdings in 2012.) <input type="checkbox"/> 3b N/A		
4a Did the foundation invest during the year any amount in a manner that would jeopardize its charitable purposes? <input type="checkbox"/> 4a X		
b Did the foundation make any investment in a prior year (but after December 31, 1969) that could jeopardize its charitable purpose that had not been removed from jeopardy before the first day of the tax year beginning in 2012? <input type="checkbox"/> 4b X		

Part VII-B Statements Regarding Activities for Which Form 4720 May Be Required (continued)**5a** During the year did the foundation pay or incur any amount to:

- (1) Carry on propaganda, or otherwise attempt to influence legislation (section 4945(e))? ☐ Yes ☒ No
- (2) Influence the outcome of any specific public election (see section 4955); or to carry on, directly or indirectly, any voter registration drive? ☐ Yes ☒ No
- (3) Provide a grant to an individual for travel, study, or other similar purposes? ☐ Yes ☒ No
- (4) Provide a grant to an organization other than a charitable, etc., organization described in section 509(a)(1), (2), or (3), or section 4940(d)(2)? (see instructions) ☐ Yes ☒ No
- (5) Provide for any purpose other than religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals? ☐ Yes ☒ No

b If any answer is "Yes" to 5a(1)–(5), did any of the transactions fail to qualify under the exceptions described in Regulations section 53.4945 or in a current notice regarding disaster assistance (see instructions)?

5b N/A

Organizations relying on a current notice regarding disaster assistance check here ☐**c** If the answer is "Yes" to question 5a(4), does the foundation claim exemption from the tax because it maintained expenditure responsibility for the grant?☐ Yes ☐ No

If "Yes," attach the statement required by Regulations section 53.4945–5(d).

6a Did the foundation, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?☐ Yes ☒ No**b** Did the foundation, during the year, pay premiums, directly or indirectly, on a personal benefit contract?

6b X

If "Yes" to 6b, file Form 8870

7a At any time during the tax year, was the foundation a party to a prohibited tax shelter transaction?☐ Yes ☒ No**b** If "Yes," did the foundation receive any proceeds or have any net income attributable to the transaction?

7b N/A

Part VIII Information About Officers, Directors, Trustees, Foundation Managers, Highly Paid Employees, and Contractors**1** List all officers, directors, trustees, foundation managers and their compensation (see instructions).

(a) Name and address	(b) Title, and average hours per week devoted to position	(c) Compensation (If not paid, enter -0-)	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account, other allowances
See Attached Statement	.00	0		
	.00	0		
	.00	0		
	.00	0		
	.00	0		

2 Compensation of five highest-paid employees (other than those included on line 1—see instructions). If none, enter "NONE."

(a) Name and address of each employee paid more than \$50,000	(b) Title, and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account, other allowances
NONE				

Total number of other employees paid over \$50,000 ☐

Part VIII Information About Officers, Directors, Trustees, Foundation Managers, Highly Paid Employees, and Contractors (continued)**3 Five highest-paid independent contractors for professional services** (see instructions). If none, enter "NONE."

(a) Name and address of each person paid more than \$50,000	(b) Type of service	(c) Compensation
NONE		
Total number of others receiving over \$50,000 for professional services		

Part IX-A Summary of Direct Charitable Activities

List the foundation's four largest direct charitable activities during the tax year. Include relevant statistical information such as the number of organizations and other beneficiaries served, conferences convened, research papers produced, etc.	Expenses
1 N/A	
2	
3	
4	

Part IX-B Summary of Program-Related Investments (see instructions)

Describe the two largest program-related investments made by the foundation during the tax year on lines 1 and 2	Amount
1 N/A	
2	
All other program-related investments. See instructions.	
3	
Total. Add lines 1 through 3	0

Part X Minimum Investment Return (All domestic foundations must complete this part. Foreign foundations, see instructions.)

1	Fair market value of assets not used (or held for use) directly in carrying out charitable, etc., purposes:		
a	Average monthly fair market value of securities	1a	3,642,132
b	Average of monthly cash balances	1b	69
c	Fair market value of all other assets (see instructions)	1c	
d	Total (add lines 1a, b, and c)	1d	3,642,201
e	Reduction claimed for blockage or other factors reported on lines 1a and 1c (attach detailed explanation)	1e	
2	Acquisition indebtedness applicable to line 1 assets	2	
3	Subtract line 2 from line 1d	3	3,642,201
4	Cash deemed held for charitable activities. Enter 1 1/2 % of line 3 (for greater amount, see instructions)	4	54,633
5	Net value of noncharitable-use assets. Subtract line 4 from line 3. Enter here and on Part V, line 4	5	3,587,568
6	Minimum investment return. Enter 5% of line 5	6	179,378

Part XI Distributable Amount (see instructions) (Section 4942(j)(3) and (j)(5) private operating foundations and certain foreign organizations check here ☐ and do not complete this part.)

1	Minimum investment return from Part X, line 6	1	179,378
2a	Tax on investment income for 2012 from Part VI, line 5	2a	6,250
b	Income tax for 2012. (This does not include the tax from Part VI)	2b	
c	Add lines 2a and 2b	2c	6,250
3	Distributable amount before adjustments. Subtract line 2c from line 1	3	173,128
4	Recoveries of amounts treated as qualifying distributions	4	
5	Add lines 3 and 4	5	173,128
6	Deduction from distributable amount (see instructions)	6	
7	Distributable amount as adjusted. Subtract line 6 from line 5. Enter here and on Part XIII, line 1	7	173,128

Part XII Qualifying Distributions (see instructions)

1	Amounts paid (including administrative expenses) to accomplish charitable, etc., purposes:		
a	Expenses, contributions, gifts, etc.—total from Part I, column (d), line 26	1a	178,825
b	Program-related investments—total from Part IX-B	1b	
2	Amounts paid to acquire assets used (or held for use) directly in carrying out charitable, etc., purposes	2	
3	Amounts set aside for specific charitable projects that satisfy the:		
a	Suitability test (prior IRS approval required)	3a	
b	Cash distribution test (attach the required schedule)	3b	
4	Qualifying distributions. Add lines 1a through 3b. Enter here and on Part V, line 8, and Part XIII, line 4	4	178,825
5	Foundations that qualify under section 4940(e) for the reduced rate of tax on net investment income. Enter 1% of Part I, line 27b (see instructions)	5	
6	Adjusted qualifying distributions. Subtract line 5 from line 4	6	178,825

Note. The amount on line 6 will be used in Part V, column (b), in subsequent years when calculating whether the foundation qualifies for the section 4940(e) reduction of tax in those years

Part XIII Undistributed Income (see instructions)

	(a) Corpus	(b) Years prior to 2011	(c) 2011	(d) 2012
1 Distributable amount for 2012 from Part XI, line 7				173,128
2 Undistributed income, if any, as of the end of 2012:				
a Enter amount for 2011 only			0	
b Total for prior years: 20____, 20____, 20____				
3 Excess distributions carryover, if any, to 2012				
a From 2007	3,072			
b From 2008	31,254			
c From 2009	46,687			
d From 2010				
e From 2011	9,009			
f Total of lines 3a through e	90,022			
4 Qualifying distributions for 2012 from Part XII, line 4. ► \$ 178,825				
a Applied to 2011, but not more than line 2a				
b Applied to undistributed income of prior years (Election required—see instructions)				
c Treated as distributions out of corpus (Election required—see instructions)				
d Applied to 2012 distributable amount				173,128
e Remaining amount distributed out of corpus	5,697			
5 Excess distributions carryover applied to 2012 (If an amount appears in column (d), the same amount must be shown in column (a).)			0	
6 Enter the net total of each column as indicated below:				
a Corpus. Add lines 3f, 4c, and 4e. Subtract line 5	95,719			
b Prior years' undistributed income. Subtract line 4b from line 2b		0		
c Enter the amount of prior years' undistributed income for which a notice of deficiency has been issued, or on which the section 4942(a) tax has been previously assessed				
d Subtract line 6c from line 6b. Taxable amount—see instructions				
e Undistributed income for 2011. Subtract line 4a from line 2a. Taxable amount—see instructions			0	
f Undistributed income for 2012. Subtract lines 4d and 5 from line 1. This amount must be distributed in 2013				0
7 Amounts treated as distributions out of corpus to satisfy requirements imposed by section 170(b)(1)(F) or 4942(g)(3) (see instructions)				
8 Excess distributions carryover from 2007 not applied on line 5 or line 7 (see instructions)	3,072			
9 Excess distributions carryover to 2013. Subtract lines 7 and 8 from line 6a	92,647			
10 Analysis of line 9:				
a Excess from 2008	31,254			
b Excess from 2009	46,687			
c Excess from 2010				
d Excess from 2011	9,009			
e Excess from 2012	5,697			

Part XIV Private Operating Foundations (see instructions and Part VII-A, question 9)

N/A

- 1 a** If the foundation has received a ruling or determination letter that it is a private operating foundation, and the ruling is effective for 2012, enter the date of the ruling

- b.** Check box to indicate whether the foundation is a private operating foundation described in section

☐ 4942(1)(3) or ☐ 4942(1)(5)

- 2 a** Enter the lesser of the adjusted net income from Part I or the minimum investment return from Part X for each year listed

[illegible]

Part XV **Supplementary Information (Complete this part only if the foundation had \$5,000 or more in assets at any time during the year—see instructions.)**

1 Information Regarding Foundation Managers:

- a** List any managers of the foundation who have contributed more than 2% of the total contributions received by the foundation before the close of any tax year (but only if they have contributed more than \$5,000). (See section 507(d)(2).)

NONE

- b** List any managers of the foundation who own 10% or more of the stock of a corporation (or an equally large portion of the ownership of a partnership or other entity) of which the foundation has a 10% or greater interest.

NONE

2 Information Regarding Contribution, Grant, Gift, Loan, Scholarship, etc., Programs:

Check here ☐ if the foundation only makes contributions to preselected charitable organizations and does not accept unsolicited requests for funds. If the foundation makes gifts, grants, etc. (see instructions) to individuals or organizations under other conditions, complete items 2a, b, c, and d.

- a** The name, address, and telephone number or e-mail of the person to whom applications should be addressed:

Alice Davisson One Reynolds Way Kettering, OH 45430 (937) 485-8138

- b** The form in which applications should be submitted and information and materials they should include:

See Grant Guidelines (attached)

- c Any submission deadlines

See Grant Guidelines (attached)

- d Any restrictions or limitations on awards, such as by geographical areas, charitable fields, kinds of institutions, or other factors

See Grant Guidelines (attached)

Part XVI-A Analysis of Income-Producing Activities

Enter gross amounts unless otherwise indicated.

Enter gross amounts unless otherwise indicated.		Unrelated business income		Excluded by section 512, 513, or 514		(e)
		(a) Business code	(b) Amount	(c) Exclusion code	(d) Amount	Related or exempt function income (See instructions)
1	Program service revenue:					
a						
b						
c						
d						
e						
f						
g	Fees and contracts from government agencies . . .					
2	Membership dues and assessments					
3	Interest on savings and temporary cash investments . .			14	129,765	
4	Dividends and interest from securities					
5	Net rental income or (loss) from real estate:					
a	Debt-financed property					
b	Not debt-financed property					
6	Net rental income or (loss) from personal property . .					
7	Other investment income					
8	Gain or (loss) from sales of assets other than inventory .			18	202,781	
9	Net income or (loss) from special events					
10	Gross profit or (loss) from sales of inventory					
11	Other revenue a <u>Class Action Settlement Proceeds</u>			14	5	
b						
c						
d						
e						
12	Subtotal Add columns (b), (d), and (e)		0		332,551	0
13	Total. Add line 12, columns (b), (d), and (e)				13	332,551

(See worksheet in line 13 instructions to verify calculations.)

Part XVI-B Relationship of Activities to the Accomplishment of Exempt Purposes

[illegible]

Part XVII Information Regarding Transfers To and Transactions and Relationships With Noncharitable Exempt Organizations

- | | | | |
|---|--------------|-----|----|
| 1 Did the organization directly or indirectly engage in any of the following with any other organization described in section 501(c) of the Code (other than section 501(c)(3) organizations) or in section 527, relating to political organizations? | | Yes | No |
| a Transfers from the reporting foundation to a noncharitable exempt organization of: | | | |
| (1) Cash | 1a(1) | | X |
| (2) Other assets | 1a(2) | | X |
| b Other transactions: | | | |
| (1) Sales of assets to a noncharitable exempt organization | 1b(1) | | X |
| (2) Purchases of assets from a noncharitable exempt organization | 1b(2) | | X |
| (3) Rental of facilities, equipment, or other assets | 1b(3) | | X |
| (4) Reimbursement arrangements | 1b(4) | | X |
| (5) Loans or loan guarantees | 1b(5) | | X |
| (6) Performance of services or membership or fundraising solicitations | 1b(6) | | X |
| c Sharing of facilities, equipment, mailing lists, other assets, or paid employees | 1c | | X |
| d If the answer to any of the above is "Yes," complete the following schedule. Column (b) should always show the fair market value of the goods, other assets, or services given by the reporting foundation. If the foundation received less than fair market value in any transaction or sharing arrangement, show in column (d) the value of the goods, other assets, or services received. | | | |

[illegible]

- 2a** Is the foundation directly or indirectly affiliated with, or related to, one or more tax-exempt organizations described in section 501(c) of the Code (other than section 501(c)(3)) or in section 527? ☐ Yes ☒ No
- b** If "Yes," complete the following schedule.

(a) Name of organization	(b) Type of organization	(c) Description of relationship

**Sign
Here**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Signature of officer or trustee

Date _____

Title

May the IRS discuss this return with the preparer shown below (see instructions)? ☐ Yes ☐ No

Paid
Preparer
Use Only

Print/Type preparer's name

Preparer's signature

Date _____

PTIN

Check ☐ if self-employed

Firm's name ▶

Firm's EIN ▶

Firm's address ▶

Phone no.

Schedule B
(Form 990, 990-EZ,
or 990-PF)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.

OMB No 1545-0047

2012

Name of the organization

Employer identification number

The Reynolds and Reynolds Company Foundation

31-1168299

Organization type (check one).

Filers of:

Section:

Form 990 or 990-EZ

☐ 501(c)() (enter number) organization

☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

☐ 527 political organization

Form 990-PF

☒ 501(c)(3) exempt private foundation

☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation

☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note. Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

☐ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II.

Special Rules

☐ For a section 501(c)(3) organization filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi) and received from any one contributor, during the year, a contribution of the greater of (1) \$5,000 or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h, or (ii) Form 990-EZ, line 1 Complete Parts I and II.

☐ For a section 501(c)(7), (8), or (10) organization filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 for use *exclusively* for religious, charitable, scientific, literary, or educational purposes, or the prevention of cruelty to children or animals. Complete Parts I, II, and III.

☐ For a section 501(c)(7), (8), or (10) organization filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions for use *exclusively* for religious, charitable, etc., purposes, but these contributions did not total to more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Do not complete any of the parts unless the **General Rule** applies to this organization because it received nonexclusively religious, charitable, etc., contributions of \$5,000 or more during the year. . . . ▶ \$ _____

Caution. An organization that is not covered by the General Rule and/or the Special Rules does not file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2 of its Form 990; or check the box on line H of its Form 990-EZ or on Part I, line 2 of its Form 990-PF, to certify that it does not meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Part I, Line 6 (990-PF) - Gain/Loss from Sale of Assets Other Than Inventory

		Amount		Totals		Capital Gains/Losses		Other sales		Gross Sales		Cost, Other Basis and Expenses		Net Gain or Loss	
		Long Term CG Distributions	Short Term CG Distributions												
Check "X" to include in Part IV	Description	CUSIP #	Purchaser	Check "X" if Purchaser is a Business	Date Acquired	Acquisition Method	Date Sold	Gross Sales Price	Cost or Other Basis	Valuation Method	Expense of Sale and Cost of Improvements	Depreciation	Adjustments	Net Gain or Loss	
1 X	Publicly Traded Securities							1,767,266	1,564,485					202,781	
														0	
														202,781	

Part I, Line 11 (990-PF) - Other Income

		5	5
Description		Revenue and Expenses per Books	Net Investment Income
1	Proceeds due on class action settlement	5	5

Part I, Line 11 (990-PF) - Other Income

0	
	Adjusted Net Income
1	

Part I, Line 18 (990-PF) - Taxes

		200	0	0
Description		Revenue and Expenses per Books	Net Investment Income	Adjusted Net Income
1	Ohio AG Filing Fee	200		

Part I, Line 18 (990-PF) - Taxes

200	
	Disbursements for Charitable Purposes
1	200

Part I, Line 23 (990-PF) - Other Expenses

		20,066	20,066	0
Description		Revenue and Expenses per Books	Net Investment Income	Adjusted Net Income
1	Investment Management Fees	20,066	20,066	

Part I, Line 23 (990-PF) - Other Expenses

0	
	Disbursements for Charitable Purposes
1	

Part VIII, Line 1 (990-PF) - Compensation of Officers, Directors, Trustees and Foundation Managers

0000000000												
	Name	Check "X" if Business	Street	City	State	Zip Code	Foreign Country	Title	Avg Hrs Per Week	Compensation	Benefits	Expense Account
1	Dave Bates		One Reynolds Way	Kettering	OH	45430		Trustee	2 00			
2	Robert Burnett		6700 Hollister	Houston	TX	77040		Trustee	2 00			
3	Willie Daughters		One Reynolds Way	Kettering	OH	45430		Trustee	2 00			
4	Stern Robinson		6700 Hollister	Houston	TX	77040		Trustee	2.00			
5	Jon Strawsburg		One Reynolds Way	Kettering	OH	45430		Trustee	2 00			
6	Randy Trenary		6700 Hollister	Houston	TX	77040		Trustee	2 00			
7	Jim Penikas		One Reynolds Way	Kettering	OH	45430		Treasurer	2 00			

The Reynolds and Reynolds Company Foundation

FEIN: 31-1168299

Year Ending 12/31/2012

Form 990-PF, Part X, Line 1a:

Average monthly fair market value of securities

Month	Beginning Balance	Ending Balance	Average Balance
January	3,424,647	3,572,332	3,498,490
February	3,572,332	3,721,191	3,646,762
March	3,721,191	3,707,744	3,714,468
April	3,707,744	3,717,482	3,712,613
May	3,717,482	3,498,654	3,608,068
June	3,498,654	3,540,981	3,519,818
July	3,540,981	3,589,714	3,565,348
August	3,589,714	3,648,306	3,619,010
September	3,648,306	3,717,014	3,682,660
October	3,717,014	3,683,390	3,700,202
November	3,683,390	3,726,150	3,704,770
December	3,726,150	3,740,591	3,733,371
Monthly Average Balance, 2012			<u>3,642,132</u>

The Reynolds and Reynolds Company Foundation

FEIN: 31-1168299

Year Ending 12/31/2012

Form 990-PF, Part X, Line 1b: Average of monthly cash balances

Month	Beginning Balance	Ending Balance	Average Balance
January	11	11	11
February	11	11	11
March	11	11	11
April	11	11	11
May	11	53	32
June	53	111	82
July	111	111	111
August	111	111	111
September	111	111	111
October	111	111	111
November	111	111	111
December	111	111	111
Monthly Average Balance, 2012			69

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Company Foundation

Please use the following template as your guide for completing a grant request to the Reynolds and Reynolds Company Foundation. All proposals must be submitted via e-mail (with requested attachments) to alice_davisson@reyrey.com

1 Your Organization/Agency

- o Contact name
- o Street Address/e-mail Address
- o Phone Number
- o Qualified 501(c)(3) Federal Identification Number (31-xxx)

2 Organizational Mission

Give a brief description of your organization including history, purpose and activities

3 Amount of Your Request and Total Project Budget

4 Statement of Need/Project Description

- o Clearly describe the program for which funding is requested
- o What is the value to the Dayton region?
- o What are your objectives?
- o Do you have any special qualifications or history that will assist in achieving your goals?
- o What sources and amounts of other funding have been received, pledged or requested for this project?
- o Describe your strategy for permanent financial support
- o Are any Reynolds and Reynolds associates on your board or committees?
- o How will you communicate progress and/or outcomes with the Foundation?

5 Have you had previous grants from the Company Foundation?

If yes, please note the years and amounts

6 Does your organization receive United Way support? If yes, has United Way approved this solicitation/campaign? What percent of your total budget is provided by United Way funding?

7 Does your organization receive financial support from any government sources?

If yes, what percent of your total budget is provided by government sources?

8 Please send as attachments.

- a Financial statement/Operating budget
- b Current sources of income

Thank you for your grant request to the Reynolds and Reynolds Company Foundation. We will do the best we can to support and encourage your important work.

More Information

[Grant Writing Tips](#)

Call Alice Davisson at 937.485.8138, or send e-mail to alice_davisson@reyrey.com

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Company Foundation

The Reynolds and Reynolds Company Foundation has a strong tradition of giving. The Company Foundation has refined its focus for giving toward programs in higher education that prepare quality students for key roles in the regional communities in which Reynolds has significant presence. The Foundation may choose to provide funding for programs outside of the stated areas above when we consider such programs to have enough merit for the benefit of the community, significant and unique positive exposure for Reynolds in the community, or both.

As part of its focus on higher education, the Reynolds Company Foundation has established a number of academic scholarship programs. [Find out more](#)

More information

[Grant Writing Tips](#)

Call Alice Davison at 937.485.8138, or send e-mail to alice_davison@reyrey.com

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Academic Scholarships

The Reynolds and Reynolds Company Foundation supports a number of programs in higher education, including directly funding academic scholarships.

Texas A&M Scholarship

Academic Scholarships from Reynolds

The Reynolds and Reynolds Company Foundation supports a number of programs in higher education that prepare quality students for key roles in the regional communities where Reynolds has significant presence. Included in those programs are academic scholarships directly funded by the Reynolds Company Foundation.

- [Texas A&M Scholarship](#) for open to all full-time undergraduate students at Texas A&M University
- [The Reynolds and Reynolds Leadership Scholars Program](#) for computer science and engineering students at Wnght State University
- Reynolds College Scholarships for children of associates

Wnght State Scholarship

More Information

[Company Foundation Page](#)

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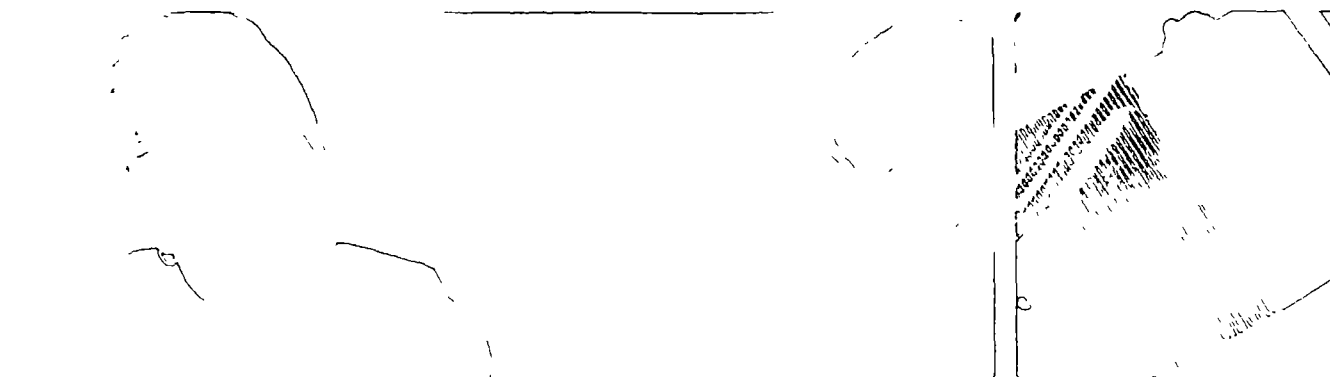
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Academic Scholarships

Texas A&M Scholarship

Wright State Scholarship

**Reynolds and Reynolds
Open Undergraduate Scholarship
Program for Texas A&M
University**

The Program

Reynolds and Reynolds Company Foundation has established a scholarship program to assist full-time undergraduate students at Texas A&M University in College Station, TX, who plan to continue their education there for the 2013-14 academic year. Up to three awards of \$3,000 each will be granted each year. Awards are not renewable, but students may reapply to the program each year they meet eligibility requirements.

Eligibility

Applicants must

- Be full-time* undergraduate students at Texas A&M University, College Station campus, who are maintaining a 3.0 grade point average
- Plan to enroll as a full-time* undergraduate at Texas A&M University, College Station campus, for the 2013-14 academic year
- Note: High school seniors are ineligible

**Full-time study is defined as full-time enrollment for the entire upcoming academic year*

Applicants and their families do not need to have any connection to Reynolds and Reynolds in order to be eligible, and any connection with the company will not affect the selection process in any way.

How to Apply

Fill out the application form linked below and mail it to the address listed on the form.

Instructions on Filling Out the Application Form

You will need ADOBE Reader 6.0 or greater to open, use and print this PDF fill-in-the-blank form. If you do not have this free software installed on your computer, visit <http://www.adobe.com/products/acrobat/readstep2.html>. Follow the directions to install ADOBE Reader which is a free download.

There are two options to complete the fill-in-the-blank application form

1 Use the fill-in-the-blank feature to complete the form

- Save the form on your local computer as your personal copy
- Type in your responses using the Tab key to move between fields
- You may leave your work while in progress and return to it later if you save your responses on your personal copy of the form
- When finished, print the completed form

OR

2 Print the blank application form and then complete it by hand or a typewriter

Mail the completed form to Scholarship Management Services by the program's application postmark deadline. The mailing address is on the application form.

Apply Now

More Information

[Company Foundation Page](#)

Submit all applications by mail no later than **March 15, 2013**

Mail to

Reynolds and Reynolds
Open Undergraduate Scholarship
Program
Scholarship Management Services
One Scholarship Way, PO Box 297
Saint Peter, MN 56082

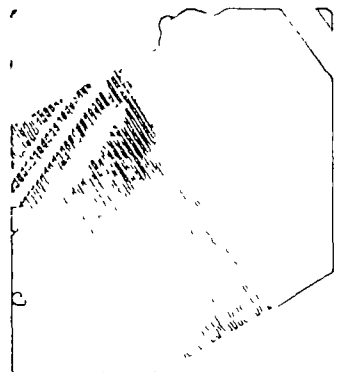
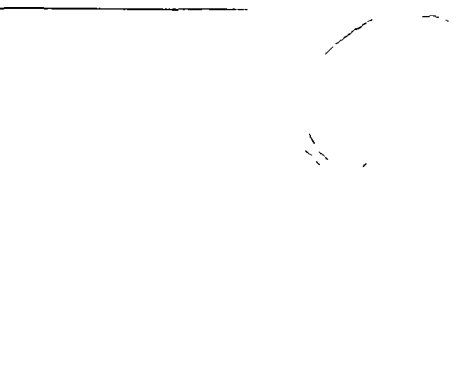
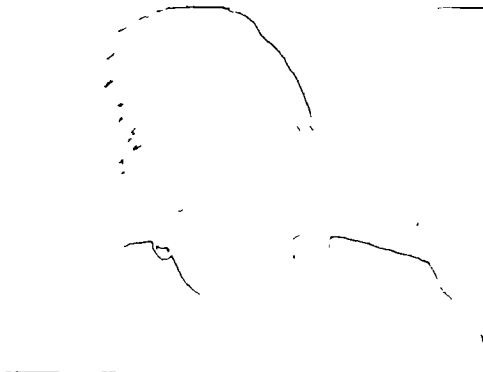
800 341 6610 Reynolds Email:

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Academic Scholarships

Texas A&M Scholarship

Wnght State Scholarship

The Reynolds and Reynolds Leadership Scholars Program provides scholarships for incoming students who plan to major in computer science or computer engineering at Wright State University

The Program

The Reynolds and Reynolds Company Foundation has established the Reynolds and Reynolds Leadership Scholars Program for students entering the College of Engineering and Computer Science at Wnght State University in Dayton, Ohio. The program provides for scholarships to be awarded to up to five incoming first-year computer science or computer engineering students each year. Each recipient will receive a \$2,500 annual scholarship award for up to four years, based on satisfactory academic progress.

Eligibility

To be considered for a scholarship award from the Reynolds and Reynolds Leadership Scholars Program, a student is expected to have

- High school GPA of 3.0 or higher (on a 4.0 scale)
- Minimum ACT score of 25 or minimum 1790 SAT score
- Anticipated major in computer science or computer engineering at Wnght State University

The scholarship is renewable for up to three years (for a total award of four years), provided the student remains a full-time student at Wnght State, maintains a GPA of 3.0 or higher, and makes timely progress in the computer science or computer engineering curricula.

Note: Applicants and their families need not be connected to Reynolds and Reynolds as part of the eligibility requirements, and any connection with the company will not affect the selection process in any way.

Scholarship Information

Wnght State University administers the Reynolds and Reynolds Leadership Scholars Program. For scholarship information, contact **Karen Meyer, Director of Undergraduate Advising for the Department of Computer Science and Engineering**, or **Dr. Mateen Rizki, Chair, Department of Computer Science and Engineering** (Contact details provided at right).

More information

[Company Foundation Page](#)

The Reynolds and Reynolds Leadership Scholars Program is managed by Wnght State University (www.wnght.edu)

Scholarship Contacts:

Karen A. Meyer
Sr. Lecturer, Director of Undergraduate Advising
Department of Computer Science and Engineering
Wnght State University
karen.meyer@wnght.edu

Department - 303 Russ Center
3640 Colonel Glenn Highway
Dayton, OH 45435
937 775 5131 (phone)
937 775 5133 (fax)

Office 344 Russ Center
937 775 5104

Dr. Mateen Rizki
Chair, Department of Computer Science and Engineering
Wnght State University
3640 Colonel Glenn Highway
Dayton, OH 45435
937 775 5134
Mateen.Rizki@wnght.edu

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Company Foundation

Quarterly Grant Deadlines

Proposal Due	Meeting Date
February 11, 2013	March 7, 2013
May 10, 2013	June 6, 2013
August 9, 2013	September 5, 2013
November 8, 2013	December 5, 2013

More Information

[Grant Writing Tips](#)

Call Alice Davisson at
937 485 8138, or send e-mail to
alice_davisson@reyrey.com

Company Foundation Focus Areas

Historically, the Reynolds Company Foundation has supported a variety of organizations and initiatives in communities where the company operates. The Foundation's continued focus will be in areas that emphasize the following:

- Higher Education that prepares quality students for key roles in the regional communities in which Reynolds has significant presence
- Community based programs when we consider such programs to have exceptional benefit for the community where Reynolds operates or Reynolds associates live and unique positive exposure for Reynolds in the community

Grant Information

- The Foundation typically makes grant decisions four times annually
- All proposals must be submitted electronically
- In general, organizations repeating a request in the same fiscal year will not be considered for additional funding
- An approved grant does not necessarily indicate that continued support will automatically be available the following year
- The Foundation is unable to support all worthwhile causes. Preference is shown to community needs in areas where Reynolds has major operations
- Comprehensive assessment of grant success is typically requested annually

Grant Restrictions

Because of federal law, policy or budget limitations, The Reynolds and Reynolds Company Foundation does not contribute to

- Organizations without IRS tax exemption 501(c)(3) status
- Individual primary or secondary schools
- Sectarian organizations having a predominantly religious purpose
- Individuals
- Political parties, offices or candidates
- Fraternal or veteran's organizations
- Organizations who cannot provide adequate accounting records or procedures
- Tax-supported universities and colleges for operating purposes
- Funding for deficits or debt retirement
- Endowments
- Courtesy advertising
- Fundraising events
- Capital Campaigns

Helpful Grant Writing Tips

Thoroughly read all information carefully before submitting your grant application. Reynolds has two foundations; make sure you know which one you are eligible to apply to. **DO YOUR HOMEWORK!**

Research the funding interest of the foundation before applying and read the guidelines. Make sure your request lines up with our type of support and geographic area.

Review past amounts awarded so you are in line with what the foundation is currently donating.

Familiarize yourself with the application process, including timetable and preferred method of initial contact. Some funders require a letter of intent, or pre-application form. We do not have any of those requirements.

Know the needs of your organization and how they line up with our objectives.

Make certain you know the number of clients served in our geographic region and the total number of clients served by your organization.

If your need is for an on-going purpose, note in the application how it will be funded in the future.

Know how much your project/purchase costs and how much you are requesting from the specific funding source. Make sure your numbers tie into the request on the grant application.

If possible, word your application in a way that will tug on the heart strings of the reader. Make sure to paint the picture of what you want the money for. Get to the point; don't say the same things over and over. Sometimes less is more!

Emphasize very clearly how the grant will be used. Be specific and provide as much detail as possible. In addition, any past success of the program would be helpful.

Follow all directions and make sure you have included all required attachments and documentation. We only accept the grant application and all attachments via email. Please do not send anything thru the mail.

Have someone else read over the application checking for errors and clarity. If your reader is not clear on what you are requesting, chances are the grant screening members will not understand.

Invite trustees to a site visit. Make certain your agency's Executive Director and/or Board President are present for the visit. If funded and you have a large project, invite the trustees to an on-site visit during the project and upon completion of the project.

Keep the foundation in the loop as to what is happening at your organization. Keep them informed, especially of the progress you are making with your project if it spans a length of time.

Make certain you use the grant money for the purpose it was awarded. If you have leftover money contact the foundation about returning the unused money.

Don't take it personally if your request is denied. Resubmitting at a later date is usually acceptable.