

Grantee information form for organizations

This information is needed so we may comply with laws and regulations around giving grants from the US. This is an important step in processing your grant. We must receive this information before issuing your grant agreement. Thank you in advance for your patience with this process, which we realize may be different from what is required in your home country.

You must promptly notify us if the list of individuals with access to your bank account changes during the course of your grant, or of any changes to your organization's nonprofit status.

Please attach (1) a written document showing the individuals who can access your account, and (2) a document or documents showing your organization's nonprofit status under local laws or regulations.

Please list all people who will sign the agreement.

Please list all people with access to the bank account where grant funds will be received and kept.

Please describe your nonprofit organization's status under local law. For example, "a 501(c)3 tax-exempt nonprofit organization," or "a registered charity listed in my country's directory."

Important! To be considered complete, this form must include,

1. The completed second page of this form, with complete information for (1) any individual who have access to the bank account where grant funds will be received or kept, and (2) any individual who will sign the grant agreement. This page includes space to provide information about up to three people, but you may use an additional form to provide information about more people.
2. A written document showing the individuals who can access the account where grant funds will be received or kept. This may be a copy of your bank statement if it shows who can access your account, or it may be a written letter from your bank.
3. A copy of a valid government-issued photo identification document for each person listed on this form. This may be a national ID card or a passport, for example.
4. A copy of an official document showing your organization is a nonprofit organization: (1) For US organization's this will be a letter from the IRS documenting your tax-exempt status and your organization's EIN. (2) For some organizations outside the US, this may be a document showing you are listed in a government registry for nonprofit organizations, **or** (3) an official copy of your organization's bylaws stating you are a nonprofit, along with a document that recognizes your organizations incorporation under local law.

If one of the individuals listed here has already been identified to another Wikimedia project, we will still need you to provide their information and documents. We apologize for the inconvenience, but we are not able to share this information with other projects or programs because of restrictions around privacy. We will store all electronic documents on a password-protected files server and will not keep physical copies of these documents. If you have received a grant from us in the past and we have your information on file you do not need to provide it again: please contact your grants administrator to confirm that there have been no changes to your information.

If you have questions about what you should include with this form or why we need this information, we are happy to answer them. Please contact the grants administrator.

Please return this completed form to the Grants Administrator at <grantsadmin@wikimedia.org>. Thank you!

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Individual #1

1	This individual...	<input type="checkbox"/> Has access to this bank account
		<input type="checkbox"/> Is signing the agreement
		<input type="checkbox"/> Has another key role
2	Full legal name: (as it appears on the document)	<input type="text"/>
3	Home address: (include country)	<input type="text"/>
4	Date of birth: (include month, day, year)	<input type="text"/>

Please attach a copy of a valid government-issued photo identification document for this person.

Individual #2

1	This individual...	<input type="checkbox"/> Has access to this bank account
		<input type="checkbox"/> Is signing the agreement
		<input type="checkbox"/> Has another key role
2	Full legal name: (as it appears on the document)	<input type="text"/>
3	Home address: (include country)	<input type="text"/>
4	Date of birth: (include month, day, year)	<input type="text"/>

Please attach a copy of a valid government-issued photo identification document for this person.

Individual #3

1	This individual...	<input type="checkbox"/> Has access to this bank account
		<input type="checkbox"/> Is signing the agreement
		<input type="checkbox"/> Has another key role
2	Full legal name: (as it appears on the document)	<input type="text"/>
3	Home address: (include country)	<input type="text"/>
4	Date of birth: (include month, day, year)	<input type="text"/>

Please attach a copy of a valid government-issued photo identification document for this person.

Please return this completed form to the Grants Administrator at <grantsadmin@wikimedia.org>. Thank you!