

American Friends of Arts & Métiers ParisTech
 Attn: Benhamou Global Ventures, LLC
 540 Cowper Street, Suite 200
 Palo Alto, CA 94301-18069



Dear AFAM CFO,

Please find enclosed my tax deductible contribution to AFAM:

			Contribution level	Check if SOCE fee included
AFAM Voting Member (“cotisation de la SOCE” paid on your behalf by AFAM)	Graduated in 2010 and after	\$100		
	Graduated before 2010	\$250		
AFAM Fellow		\$300		
AFAM Friend		\$500		
AFAM Patron		\$1,000		
AFAM Director		\$5,000		
AFAM Benefactor		\$10,000		

Note: make your check to the order of American Friends of Arts & Métiers ParisTech, and indicate “AFAM Campaign” on your check.

I understand that this donation is subject to terms and policies set forth by AFAM and made available to me online at www.americanfriendsam.org/give . I hereby certify that I have read and approved these terms.

Name: _____

Promotion: _____

Email address: _____

I have read and agreed to the terms of the Grant Policy outlined below:

Signature: _____

Date: _____

Please find below our Grant Policy – each donation requires and automatically implies the approval and consent of such policy. The approval and consent of this policy does not require to return a signed copy of such Grant Policy. Should you have any question or comment, please contact us via our website <http://americanfriendsam.org/about-us/contact-us> .

American Friends of Arts & Métiers is a non-profit 501(c)(3)
 For more information please contact us via: <http://americanfriendsam.org/about-us/contact-us>

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American Friends of Arts Et Metiers Grant Policy

American Friends of Arts et Metiers (“AFAM”) will receive donations from US-based alumni and other friends of the school based in the US. It will use a portion of these donations to make grants, both in the US and also in France, both to individuals (e.g. students and alumni) and institutions (e.g. Arts et Metiers ParisTech school, the “SOCE”, and the “Fondation Arts et Metiers”). This policy governs how grant decisions are made and administered.

Donors

AFAM receives donations primarily from US-based alumni, but may also receive donations from US-based institutions such as industrial partners, academic partners, trusts and foundations. A modest portion of these donations will be retained by AFAM to fund its operations and programs. The large majority of these donations will be distributed as grants.

Grantees

AFAM grantees will typically include Arts et Metiers students and alumni residing in the US (or contemplating residency in the US as a part of a professional or academic experience), as well as French institutions such as the Arts et Metiers ParisTech school (a.k.a. ENSAM), the “SOCE” (the French-based alumni association) and the Fondation Arts et Metiers.

Grant Selection Criteria

Generally speaking, grants made by AFAM must all be justified in relation to the AFAM mission as described in its By-Laws:

- (i) to increase scientific and educational cooperation between ENSAM and American universities and research institutions;
- (ii) to cultivate ties between ENSAM and its US alumni network;
- (iii) to increase the visibility of ENSAM in the US;
- (iv) to establish links between ENSAM and US businesses;
- (v) to promote the ParisTech whenever ENSAM is fully involved in its activities;
- (vi) to make grants to ENSAM or other similar organizations, in furtherance of AFAM’s exempt purposes; and
- (vii) to fundraise for any of the foregoing activities.

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Grant Approval

The AFAM CFO will receive grant requests and determine whether they qualify according to AFAM's Grant Selection Criteria, and whether they are affordable based upon the AFAM annual budget approved by the AFAM board. The AFAM will then submit these grant requests to the AFAM Board for approval. AFAM donors may inform the AFAM CFO and AFAM Board about the allocation of their donation. However, the AFAM CFO, and ultimately the AFAM Board, solely and independently approves all grant requests. Such approval shall take place no less frequently than once per year.

Grant Administration and Reporting

The AFAM CFO will be responsible for maintaining a record of all grants, and communicating with the grantees to ensure that all grant funds have been deployed towards their approved purpose. The Annual Grant Report will be part of the AFAM Annual Report prepared by the CFO and approved by the AFAM Board.

Policy approved by the Board of Directors on September 20th, 2012.