

## **Fiscal Sponsorship Account Application**

### **Appendix B: Fiscal Sponsorship Program Policies & Procedures**

Park Pride has developed the following procedures to ensure the efficient and effective operation and continued success of its Fiscal Sponsorship program. In order to participate in Park Pride's Fiscal Sponsorship program, Friends Groups are required to adhere to the following procedures:

#### **Authorization of Project Liaisons:**

At the time Friends Group and Park Pride enter into a Fiscal Sponsorship Contract ("Contract"), Friends Group must have in place two (2) individuals who will be responsible for all projects (an "Authorized Project Liaison" and an "Alternate Project Liaison"). Project Liaisons must update their contact information and provide an annual update on potential fundraising activities and project expenditures.

#### **Replacement:**

If a Project Liaison is not acting in accordance with this agreement, Park Pride may require that the Friends Group identify a replacement for the position within sixty (60) days.

#### **Use of Park Pride Name & Materials:**

Friends Group must obtain approval to use Park Pride's name and/or logo on any grant proposals, publicity, signage, or outreach materials.

#### **Corporate, Foundation and Government Funding Requests/Grant Applications:**

Because Park Pride works with numerous Friends Groups, it is critically important that requests to funders for a Park Restricted Fund are coordinated. In addition to the obvious potential of simultaneous requests from multiple Friends Groups to the same prospect, it is important to know of prior requests and recent gifts. Friends Group must submit a list of its donor prospects to Park Pride for review prior to initiating a request or developing proposals/applications.

**Important note: Friends Groups should not begin the process of developing proposals or request materials until Park Pride has approved the prospect.** Park Pride will review the list of prospects to ensure that there are no conflicting requests or awards and will notify the Friends Group if there are any issues and if not, that they may proceed with preparing requests/proposals. A draft of each request, including all attachments, must be provided to Park Pride for review and approval. Park Pride will review within 72 hours, but it is recommended that materials be submitted one week in advance to allow for revisions.

#### **Fundraising Events, Sales:**

Friends Group must obtain Park Pride's prior approval for all fundraising events and sales by filling out the event form at least 30 days in advance. It must be clear to donors that funds raised are being contributed to *Park Pride* and will be held in a restricted account for the improvement/activation of a particular greenspace.

Friends Groups in DeKalb County must also notify the County of any fundraising events at least 30 days in advance.

❑ Auctions/Silent Auctions

○ *For donations of goods/services*

- Inform Park Pride of event prior to solicitation of donors
- List each donated item on **Auction Donations Tracking Form** along with the donor information and stated value
- Include stated value in item description on Auction materials
- Provide donation receipt (using form provided by Park Pride) to auction item donors. Provide a copy of each receipt to Park Pride.

○ *For auction proceeds*

- Sales tax must be collected for the sale of tangible personal property. Park Pride will assist the Friends Group with this part of the process.
- List amount paid and purchaser name for each item sold on the **Auction Donations Tracking Form**.
- Provide to purchaser a donation receipt for amount paid **over** the value of the item.
- Provide to Park Pride a copy of all donation receipts issued and the Auction Donations Tracking Form.

❑ Ticket/Merchandise Sales (Carnivals, Dinners, Movies, Calendars, etc.)

- Sales tax must be collected for certain admissions and for the sale of tangible personal property. Park Pride will assist the Friends Group with this aspect of the event.
- Friends Group must notify Park Pride of the ticket/sales price and fair market value of goods/services provided.
- Park Pride will create a donation receipt which can be provided to donors for the amount which exceeds the value of goods/services.

❑ Raffles

- Raffles are not permitted.

Contributions/Deposits:

- ❑ Contributions by check or cash: The Project Liaison shall collect contributions and deliver to Park Pride (by mail, shipping service, or in person) on a regular basis (at least monthly). Please inform donors to **make checks payable to Park Pride** and include the "*Park name*" Restricted Fund in the memo line. **Do not mail cash.**

*Please Note: Checks received by Park Pride more than 90 days after the check date and checks made out to the Friends Group or any entity other than Park Pride will not be accepted.*

- ❑ Contributions by credit card: Friends Groups who elect to receive credit card payments will be given a URL for a web-link form where the Friends Group and Park Restricted Fund will be listed. Donors then choose the Park Restricted Fund name from a dropdown list when making a donation. A link to this donation form can be included in the Friends Group's marketing materials and website.

Project & Project Expenditures:

All projects must be in furtherance of Park Pride's mission and comply with §501(c)(3) of the Internal Revenue Code.

Prohibited Activities:

Project funds may not be used in any way that will harm the tax-exempt §501(c)(3) status of Park Pride.

Friends Group is prohibited from using Park Restricted Fund monies to:

- Influence legislation within the meaning of Section 501(c)(3), except as approved and subject to limitations imposed by Park Pride;
- Participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office;
- Induce or encourage any violations of law or public policy;
- Cause any private inurement or improper private benefit to occur, or

- Take any other action inconsistent with Section 501(c)(3).

### **Expenditures/Payment Processing:**

To be eligible, expenses must be directly related to the improvement or activation of a particular greenspace and must have applicable invoices/receipts attached. All requests will be reviewed by Park Pride to ensure that expenditures are for approved expenses.

***Please note:*** Any capital improvement, purchases of equipment and/or materials to be installed in parks, and professional services (such as surveying, engineering or construction) in parks must be approved *in advance* by the park owner (City of Atlanta, DeKalb County, City of Tucker, or City of Brookhaven).

### **How to request expenditures:**

- ❑ Expense reimbursements: Project Liaison must submit completed Fiscal Sponsorship Payment Authorization Form with supporting documentation/receipts.
- ❑ Direct payment to vendors: Project Liaison must submit completed and signed Fiscal Sponsorship Payment Authorization Form along with an invoice and a completed W-9 form from vendor (Park Pride will keep on file, only one W-9 is needed for each vendor).

**Processing time for payments:** Payments for approved expenses will be processed weekly. Requests for payment by check take up to 7-10 business days and payments via ACH take up to 5-7.  
**Exception:** Payment requests \$10,000+ require approval from Park Pride's Board Treasurer and can take an additional week.

### **Account Statements:**

- ❑ Monthly Account statements will be distributed via e-mail for months when there is activity.
- ❑ Interim updates will be provided upon request (within two business days).

**Annual Update:** All fiscal sponsees are required to submit a report at year end to include:

- ❑ List of current Friends Group officers
- ❑ Updates to contact information
- ❑ Changes to project scope or goals
- ❑ Projected use of account funds

**Contact Info:** Contributions, payment requests, donations, etc. should be addressed to Elizabeth Bogue:

E-mail: [kayla@parkpride.org](mailto:kayla@parkpride.org)      Tel: 470-371-7330

Mail: P.O. Box 4936, Atlanta, GA 30302

## Fiscal Sponsorship Account Application

### Appendix C: Credit Card Processing Fees\*

Contributions using <i>Facebook</i>	Covered by Facebook
Contributions using Square (chip only for chip cards)	2.6% + 10¢
Contributions using Park Pride's website	Credit cards fees are currently suspended to encourage groups to use the online donation form in lieu of checks

\*subject to change