

Fundraising Event Request Form

In establishing a fund there may be times when you would like to organize a fundraiser. The Foundation for Community Partnerships most often receives the net income from a fundraiser and does not acknowledge individual contributors. However, there may be times when individual contributors to a fundraiser want to receive a charitable deduction. When conducting fundraising activities and solicitations on behalf of funds at the Foundation, you must keep in mind that for tax purposes such fundraising is being done on behalf of the Foundation for Community Partnerships, Inc. It is important that these activities be conducted under the observation and fiscal guidance of the Foundation to ensure that donors to the fund are entitled to the appropriate tax deductions and to protect the fundraising groups from unintended tax consequences. The Foundation for Community Partnerships, Inc. may be exposed to penalties for failing to make proper solicitation disclosures if it is not made aware of fundraising activities being carried out under its auspices.

The Foundation for Community Partnerships requests that before undertaking public fundraising events, the fundraising group will define in advance to the Foundation each program, event or other effort to raise money for the fund. Refer to Appendix#2 for a copy of the Fundraising Event Request Form. The fundraising group or donor advisor should submit a written proposal and obtain advance approval from the Foundation before proceeding according to the Foundation's guidelines. All uses of the Foundation name in advertising and promotion must be approved in advance by the Foundation. All fundraising materials should make it clear, where applicable, that funds are being raised on behalf of rather than by the Foundation for Community Partnerships, Inc. Administrative fees may be charged if extra administrative services are expended by the Foundation.

**Foundation for Community Partnerships, Inc.
Fundraising Event Request Form**

Nonprofit Tax ID#: 30-0254793

Purpose of Fundraising effort:

Description of the event:

Date of the event: _____

Location of the event:

Group or individuals who will conduct the fundraising event, including at least two who will authorize expenditures:

Contact Person: _____

Address: _____

City: _____

State: _____ **Zip code:** _____

Home Phone: _____

Work Phone: _____

Fax: _____

E-Mail: _____

Dignitaries to be invited (if any):

Amount expected to be raised: _____

Anticipated expenses: _____

Net proceeds expected: _____

Attach a detailed budget for the event.

Fundraising Event Request Form - continued

Unauthorized expenditures are the responsibility of the fundraising group.

Do any of the above named individuals expect to gain monetarily from conducting the event? Do any of these persons have connections to a business that will benefit from the proposed event? If so, please explain.

Have these organizations or this group organized previous fundraising events? If the answer is yes, please give the date, place and brief explanation.

Administrative duties under contract with the Community Foundation:

Deliver this form to:

Foundation for Community Partnerships, Inc.
102 Chester Village, Chester, MD 21619
Fax: (443) 249-0601
linda@creatinglegacies.org

Office Use Only

- _____ Application and policies provided to fundraising group.
- _____ Date application received
- _____ Date Board approved

- _____ Proof of licensing*
- _____ Proof of liability insurance covering the community Foundation
- _____ Proof of dram shop insurance (if alcohol is to be served)
- _____ Other:

The fundraising group is responsible for in-kind or service donations made to its fundraising effort whether as gifts or for use in soliciting cash donations. The fundraising group will ensure that all such donations have proper documentation, which includes, but is not limited to, contracts, licenses, permits and/or proof of insurance.