

ABOUT EVENTS & FUNDRAISING

Thank you for establishing a fund with the Battle Creek Community Foundation!

There may be times when you would like to organize a fundraising event or apply for a grant to expand your fund's philanthropic capacity. The Battle Creek Community Foundation (BCCF) is supportive of these events but requires all fundraising activities to follow these guidelines:

- ***Raffles*** - BCCF does not host raffles, Bingo activities, or any other activity that requires appropriate licensing and approvals at the state level. We do, however, endorse auctions, silent auctions, and door prizes with equal opportunity provided to ALL guests. Please ask if you need any clarification on this topic.
- ***Event Notification Form*** – Submit an event notification form to BCCF staff preferably (90) days prior to the date of the event or **prior to any monies coming in** for the event. Once the notification is received, BCCF staff will schedule a meeting with your group to discuss event policies and procedures in greater detail.
- ***Promotional Material & Solicitations*** – All promotion and solicitation materials should include the following (**please provide BCCF a copy for review**) :
 - ✓ Clear language that: *[XYZ] fund is a Community Project Fund of the Battle Creek Community Foundation*. All other funds (i.e. endowment, donor advised, etc.) should say: *[XYZ] fund is held at the Battle Creek Community Foundation*,
 - ✓ BCCF logo (*if applicable*), and
 - ✓ The purpose of the event must be clearly stated on all materials, ads, media releases, etc.
- ***Payment Options*** - For your event, you may accept check, credit card, or cash.
 - ✓ All checks are to be made payable to **BCCF – [XYZ] Fund**.
 - ✓ All credit cards payments must include a donation card for each transaction.
 - ✓ All cash collected for deposit must include the name, address and gift amount by each donor; otherwise, no individual tax deduction receipt will be issued.
- ***Deductible Gifts*** – Donations are eligible as a tax-deductible charitable gift unless donors receive goods and/or services in return for their gift. The portion of the gift that is not tax-deductible is the value of those goods and/or services received.
- ***Grant Applications and Contracts*** - BCCF is the fiduciary of your fund. **As fiduciary, all grant applications and contracts will require BCCF staff review, approval, and signature.** These documents should be submitted to the Foundation with sufficient time to meet any imposed deadlines.
- ***Tax Exempt Purchases*** – Event expenditures are eligible as tax-exempt purchases. Vendors of your event are required to fill out a W-9 form if one is not currently on file.
- ***Insurance Liability Coverage*** -Your event may be eligible for liability insurance coverage under the Foundation's policy.