



## **Fiscal Partnership Procedures For Club Accounts**

1. An Altrusa Club (Grantee) will submit Fiscal Partnership Application which includes a proposed project for the use of funds which furthers the Foundation's (Grantor) exempt charitable purposes.

This includes: to make grants in furtherance of projects of Altrusa clubs of Altrusa International District Three; to engage in, assist with and contribute to the support of other activities and projects; to or for the benefits of any Foundation, organization, fund or foundation, operated exclusively for charitable, educational, literary or scientific purposes.

The "project" may include a variety of items and numerous proposed activities.

2. The application must include a proposed budget for the spending of the funds for the purpose and any costs related to any fund raising efforts. The Board members must determine that the ratio of expenses to funds for disbursement is reasonable to further the Foundation's purposes.

3. Once the application is approved, all parties will execute a Fiscal Partnership Agreement.

4. Any advertisements or materials provided to the public or any potential donor source in relation to the project/grant must include designation of the Altrusa District Three Foundation, Inc. and be approved by the Foundation prior to use.

5. If any portion of the funds donated in relation to the project are not in furtherance of the tax exempt purposes, then such needs to be accurately denoted by the Club/Grantee.

Example: the club is hosting a luncheon/dinner and a portion of the ticket goes toward the meal, the purchaser of the ticket must be notified what portion that is.

6. If the Club/Grantee needs a portion of the funds collected for items related to the event in which funds are raised, the Foundation/Grantor may pay those vendors directly as long as appropriate documentation is provided as the reason for the purchase and it coincides with the original or amended application/budget.

Example: Food or decoration costs for event, supplies for project in community, purchase of books for distribution, printing costs for programs, tickets or advertisement items for event.

These costs could be made in the form of reimbursement to a Club or Club member as long as appropriate documentation is provided.

7. Upon request from the Club/Grantee, the Foundation/Grantor may make a direct distribution to an organization, fund, or foundation, operated exclusively for charitable, educational, literary or scientific purpose.

Example: Directly to a university or college for a scholarship, to a local non-profit organization

8. The Club/Grantee must comply with annual report requirements. If not, the Foundation/Grantor must send notice of non-compliance.

9. The Foundation Treasurer will provide all reports to the Club/Grantee in accordance with Foundation policies.

10. If no changes are made from year to year, the agreement will continue as originally submitted. If minor changes are made, the Club/Grantee can submit a letter noting the changes to renew the Partnership from year to year. (i.e. change to different or additional proposed projects or fundraiser) The Foundation/Grantor representative will send a letter accepting any changes and continuation of the Partnership.

11. If the relationship is terminated, a letter stating such and detailing the distribution of all final funds will be sent to the Club/Grantee.