



Supporting Charitable Projects

The Community Foundation of the Ozarks serves as a fiscal sponsor for projects that align with its mission and vision. The CFO's fiscal sponsorship program works with mission-driven organizations, groups, projects and collaborations that do not have 501(c)3 tax-exempt status and want to advance charitable causes and uplift their communities.

The CFO's objective is to provide resources, investment support, resource development support, technical assistance and the ability to accept charitable contributions to emerging organizations. The CFO's efforts help launch confident and competent organizations that understand the nonprofit landscape and have viable plans to operate independently.

WHY EXPLORE A FISCAL SPONSORSHIP?

The fiscal sponsorship program offers a way for a charitable project to attract donors even when it is not yet recognized as tax exempt under IRS Code Section 501(c)3. The fiscal sponsor serves as the administrative "home" of the charitable project. Charitable contributions are received by the fiscal sponsor, which then grants them to support the cause. As a fiscal sponsor, the CFO provides infrastructure and support for a group, startup project or new organization, as well as a home for the organization's donations.

What the CFO does as a fiscal sponsor

- Provides structures fiscal sponsorship programming, processes and policies that build and maintains trust and credibility in the community
- Acknowledges charitable contributions to project fund; project may utilize the CFO's 501(c)3 status to receive contributions
- Retains control and discretion over funds
- Requests records and reports to fulfill oversight responsibilities
- Requests regular communication on project

What the sponsored project does

- Discloses to donors that the project has a component fund with the CFO
- Seeks approval from the CFO to conduct an event, as well as meet any requirements for hosting an event (e.g., obtaining proper insurance, etc.)
- Builds and maintains relationships with donors

- Pays administrative fee to the CFO
- Complies with record keeping and reports requested by the CFO
- Communicates regularly with the CFO

CHARITABLE PROJECT CLASSIFICATIONS

- **Incubated:** Charity entrepreneurs with an unproven idea for a program can test whether the project is feasible and warrants the effort to form a new nonprofit. Fiscal sponsorships with incubated projects may last only for the short term, depending on its complexity and difficulties in setting up and obtaining exemption for a new standalone nonprofit.
- **Perpetual:** Project leaders may never intend to set up their own nonprofit, preferring instead to continue operating indefinitely under their fiscal sponsor. This can be beneficial when the sponsor takes the onus of administrative services, which lets project leaders focus on their programmatic and/or philanthropic work.
- **One-time Event:** A one-time, short-term project may not merit the time and effort of setting up a new charity, obtaining tax-exempt status, and later dissolving it. In this case, fiscal sponsorship provides an efficient solution.
- **Quick Launch:** Fiscal sponsorship can offer a useful stopgap when project leaders need to launch their program immediately and do not have time to form and qualify a new nonprofit.

CONCLUDING A CHARITABLE PROJECT

Some projects come to a natural conclusion when groups receive 501(c)3 status from the IRS. Other projects are ongoing. All projects must remain in good standing and adhere to the CFO's processes and obligations outlined in the fund agreement. The CFO reserves the right to end the fiscal sponsorship of a project at any time.



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BENEFITS & SERVICES FROM THE CFO

Financial Management

- Management of funds as a trusted steward of charitable funds

Administrative/Back-office Support

- Access fund activity and information 24/7 through Fund Manager, including statements
- Automatic delivery of tax acknowledgment letters to donors
- Recordkeeping
- Acceptance of a wide variety of donor gifts
- Process distributions

Fiduciary Oversight

- Request records and reports to fulfill oversight responsibilities
- Retain control and discretion over funds, including distributions
- Communicate regularly with charitable project leaders
- Capacity-building support
- Strategic planning
- Board development
- CFO sponsored education available for project leaders
- Nonprofit resources

FUND TYPES & INVESTMENT

Non-endowed funds are available for fiscally sponsored charitable projects. These funds are not permanent, and the entire balance may be disbursed for the charitable project's expenses.

Non-Endowed Funds

- **Minimums:** \$2,500 to open a new fund, \$1,000 to maintain
- **Earning:** Non-endowed funds are invested in the CFO's Cash Pool. This investment strategy preserves capital and maintains liquidity. Assets in the Cash Pool are managed by Guaranty Bank, which sets a monthly interest rate for the pool, and are fully insured through the FDIC and Insured Cash Sweep network program. Go to cfozarks.org/investments for the Cash Pool's recent interest rate.
- **Accessibility:** Non-endowed funds keep assets fluid rather than tying them up in an endowed fund, which has a spending policy.
- **Administrative Fee:** As stated in the fund agreement, all funds with the CFO are subject to the administrative fee of the CFO. The administrative fee for non-endowed fiscal sponsorship funds held in cash is currently 1.15% annually based on the fund's balance with the fee assessed quarterly.

Endowment Options

If a project donor wishes to establish an endowed or quasi-endowed fund to support the project, the CFO can accomplish this with a designated endowment fund that will distribute to the project fund. Contact your CFO representative for more information.

QUESTIONS?

Contact Holly Beadle, director of philanthropic services, at hbeadle@cfozarks.org or 417-864-6199.



Contributions & Distributions

HOW TO GIVE TO THE FUND

Charitable contributions can be made to the fund in a variety of ways:

- Checks
- Cash
- Credit cards and eChecks
- Wire transfers
- Stock/appreciated securities
- Real estate
- IRA charitable rollover
- Estate planning options

To Contribute via Check or Cash

- Make check payable to “Community Foundation of the Ozarks” or “CFO”; the memo line should include the name of the fund to which you are contributing.
- Mail check to the CFO at: Community Foundation of the Ozarks, P.O. Box 8960, Springfield, MO, 65801
- Cash gifts can be mailed to the CFO with the name of the fund noted, but this is not recommended.
- For all other types of gifts, please contact the CFO for guidance and directions.

HOW TO REQUEST A DISTRIBUTION

The CFO makes distributions to support your program weekly.

Submit the request via email, letter or fax.

- Email: The address of your CFO fund steward
- Written request: Community Foundation of the Ozarks, P.O. Box 8960, Springfield, MO 65801
- Fax: 417-864-8344

Guidelines for Distributions

- The CFO makes distributions from your fund to organizations classified by the IRS as 501(c)3 nonprofits, recognized houses of worship, schools, incorporated government entities or vendors to support charitable programming.
- The CFO can make direct payments from your fund to a vendor which has invoiced your program. To pay a vendor, the CFO must have an invoice for the expenses. The items or services purchased must reflect your program’s charitable purpose and follow CFO policy. To have these invoices paid, please submit copies of invoices, explanation of charitable needs met and instructions to your CFO fund steward through the channels listed above.
- When payment is made, a completed W-9 for the recipient is required before the CFO can disburse the payment. You can find the W-9 form instructions and explanation in Fund Manager under the “Files” tab. A complete W-9 must be submitted prior to payment. Once the form is signed and completed, it can be submitted via Fund Manager or emailed to your CFO fund steward to begin the disbursement process.
- If you filled out a contract, please contact your CFO fund steward.
- If you have questions about these guidelines, please ask your CFO fund steward.



Fund Manager

Providing charitable resources for donors, nonprofits, agency partners and communities requires not just collaboration, but also a strong financial and donor management system. Fund Manager, the CFO's online donor portal, provides access to features and information for your charitable fund. Make gifts, request grants, find statements and more — all in Fund Manager.

ACTIVATING YOUR FUND MANAGER ACCOUNT

You will need to activate your account before you can log into Fund Manager. Contact support@cfozarks.org to request an activation email.

Fund Manager How-To Guide: cfozarks.org/howto

- **Overview of Fund Manager:** This simple, easy-to-use portal gives fund advisors and authorized fund contacts access to several features through the navigational tabs at the top of the page.
- **How to login to Fund Manager for the first time:** You'll need to activate your account through a quick and simple process. The CFO will send you an email when you are linked to a charitable fund. The email will come from no-reply@fcsuite.com and include "Fund Advisor Online Access" in the subject line.
- **Tab definitions for fund advisors:** Once you log into Fund Manager and are on the home page for a fund, you can navigate through the tabs at the top of the page to review information available to you as the fund advisor. You will find a summary of information for each tab.
- **How to request notifications for gifts and grants:** Do you want to know whenever a gift is made to, or a grant is paid from a fund that you advise? We can set up email notifications.
- **How to create reports of fund history:** A report of the full history of gifts, grants, expenses, and non-gifts for a fund can be generated using Fund Manager.
- **How to find the direct link for donations to your fund:** Do you want to encourage others to donate to a fund? Finding the direct donation link for a fund is fast and easy.
- **How to update your profile information:** While logging into Fund Manager, you can update the information that the CFO has on file for your individual profile easily.
- **How to read your statement:** The statement is split up into two main sections. This guide walks you through each section.

NEED HELP?

Contact Millie Schuchmann at mschuchmann@cfozarks.org or 417-864-6199 to schedule an orientation session on Fund Manager, or if you have any questions.