

Wasatch Community Foundation
Application, Policies and Procedures Agreement
for a Non Profit Community Service Organization

The Wasatch Community Foundation (the “Foundation”) is an IRS-qualified 501(c)(3) tax-exempt non-profit organization. One means through which the Foundation promotes community service and charitable giving is by receiving contributions from donors and then disbursing those funds to worthy non-profit causes in Wasatch County.

Organization Application

Organization Name _____

Organization Address _____

Phone Contact _____

Representatives of Organization and Addresses

_____	_____
_____	_____
_____	_____
_____	_____

Reason, need or vision for Organization (may attach more information)

In order to protect the integrity and legal status of the Foundation, and to allow donors to make tax-deductible contributions to a variety of community causes, the following policies must be observed in the process of the Foundation receiving and disbursing funds:

1. Donation checks are made payable to the Wasatch Community Foundation.
2. Donations are deposited in the Foundation's bank account.
3. Organizations or causes seeking to receive these donated funds from the Foundation must engage solely in charitable or community-service functions.
4. Requests for funds from the Foundation must be in writing and must specifically identify the precise use of the funds. Typically, checks from the Foundation will be written to third-party vendors, suppliers or service providers, and not to individuals associated with the community cause. Checks will be written to individuals only in exceptional cases, and only for reimbursement purposes, with valid receipts documenting permissible purchases.
5. Checks may take up to 10 days due to procuring approval, signatures and mailing.
6. Prior to disbursing any funds, the Foundation must receive written documentation and/or receipts justifying the particular disbursement, evidencing the expenditure has a broad-based community service benefit.
7. The Foundation assumes no liability or responsibility for any actions or activities conducted by the persons or organizations receiving funds through the Foundation. Recipients agree that they will comply with all applicable legal and financial requirements for any activity in which they are engaged. Recipients agree to indemnify and hold harmless the Foundation for any damages caused to any person or entity by actions or activities of the recipient and provide proof of the applicable event insurance policy.
8. The officers or directors of the Foundation, or one or more of them, may, at their discretion, require a recipient of funds to obtain and verify event insurance that will be conducted using funds obtained through the Foundation. Be prepared to provide Proof of Insurance showing the Wasatch Community Foundation is an additional insured or proof of special event insurance.
9. To sustain the work of the Foundation and to defray the Foundation's administrative costs, the Foundation will retain five percent (5%) of each donation for use in the Foundation's General Fund. Therefore, the Foundation will disburse 95% of the donation(s) to qualifying organizations or causes upon receipt of a proper request for disbursement and approval by Foundation officers.
10. The Foundation has the right and authority to ask any of the organizations to present a status report.

11. This contract may be cancelled at any time for any reason by either party with written 30 days notice. The contract will remain in force until either a new contract is written, this contract is terminated, the organization is no longer viable or the organization has received its own 501(c)(3) determination.
12. All persons or organization receiving, or applying to receive funds through the Foundation agree to all terms contained herein and agree to be bound by the same. These policies and procedures may be unilaterally amended, rescinded or cancelled by the Foundation at any time, for any reason.

ACKNOWLEDGED BY:

_____	_____
Signature of Representative	Date Signed
_____	_____
Print Name of Signer	Name or Organization
_____	_____
Email	Phone Number