

HCF Fundraising Services & Fee Structure

Fundraising Services:

Anyone with a Fund at the Henderson Community Foundation (HCF) who is interested in organizing a fundraising event, is responsible for reading the *Fundraising Policy for Component Funds* and completing that. Once HCF has reviewed your request, we will notify you of whether your event has been approved.

If your request is approved, HCF is responsible for the following:

- Review the fundraising event plan and budget, offering guidance (as needed)
- Review all written materials (promotional materials, donation requests, website, social media, etc.) related to the fundraising event to ensure compliance with federal and state tax law
- Determine the fair market value of the goods or services provided and the appropriate disclosure language
- Manage contributions and in-kind donations accepted into the Fund from donors, other contributors and sources
- Distribute payment of all expenses at the direction of the contact person named or as designated in the Fund Agreement, up to the amount of gross proceeds net the administrative fee
- Transfer the net income of the event to the Fund and disburse it in accordance with the governing documents of the Fund of the Community Foundation
- Provide tax-substantiation documents (acknowledgement letters) to donors for in-kind and financial donations for donations of \$100 or more
- Providing insurance coverage*

**Your total fundraising fee below will be reduced by \$50 if you elect to secure your own proof of insurance, showing HCF and your Fund at HCF are covered by the policy.*

Fundraising Fee**:

Generally, a 10% fee on all net gifts generated through a fundraising event or a flat fee of \$250, whichever is higher, will be assessed. The Board reserves the right to amend the fee structure at their discretion after review of the appropriate fundraising application.

***In addition to the standard administrative fee*

Optional:

- Serve as a resource of information on fundraising strategy – fee to be negotiated
- Use of Constant Contact - \$125 flat fee (two-week turnaround)
- Inclusion on HCF website - \$50 flat fee (two-week turnaround)
- Set up PayPal - \$15 flat fee (one-week turnaround)
- Set up and use of Square - \$15 flat fee for up to three users