GIVE A hoot

Park County Community Foundation's Giving Challenge

Guidelines for Participating Organizations

2020 Give a Hoot: July 8 – August 6, 2020

www.Give-a-Hoot.org

GIVE A HOOT

Give a Hoot is Park County's annual month-long community giving challenge that connects community members with causes they care about most. Give a Hoot serves to inspire people to come together, show pride in their community, and contribute to support local nonprofit organizations working in Park County. Give a Hoot helps to provide local nonprofits the funds needed to continue to serve Park County while advancing a strong culture of philanthropy.

Funds raised by participating nonprofits during Give a Hoot will be eligible to receive a partial matching grant from the Park County Community Foundation, through support from Give a Hoot Co-Challengers. With a single gift during Give a Hoot, donors contribute to as many nonprofits as they like, knowing their gifts will help unlock additional partial matching grants. Participation is free for nonprofits and 100% of all donations go to the donor designated nonprofits.

PARTIAL MATCHING GRANTS

The Give a Hoot Challenge Grant structure was developed to provide partial matching grants that broadly support all participating organizations, as described below.

- Participating organizations will be eligible to receive a maximum matching grant of $10,000.

- The percentage at which eligible designated gifts are matched will be based upon the amount of total eligible designated gifts to participating organizations and the total matching gift pool raised by the Community Foundation. Announcement of partial matching grants will be made in late August or early September 2020.

ELIGIBILITY

Organizations that are verified tax-exempt charitable nonprofits or fiscally sponsored by a qualified organization that are located in and serving Park County or Mammoth, WY are eligible to participate. Park County Community Foundation reserves the right to deny eligibility for any reason.

PARTICIPATION GUIDELINES

The Park County Community Foundation has developed the following rules and procedures to govern participation in the campaign and reserves the right to verify compliance. **Failure to comply may disqualify an organization for participating in Give a Hoot and affect future participation and/or result in forfeiture of the partial matching grant.**

1. All organizations are to operate within the spirit of Give a Hoot: to function ethically and honestly with mutual respect in order to promote community.

2. Funds raised through Give a Hoot:
   - May only be used for tax-exempt nonprofits and charities.
   - May only be used to benefit Park County, Montana or Mammoth, Wyoming. Programs must take place in Park County, MT or Mammoth, WY.
   - May not be used for political activity or lobbying.

3. Partial Matching Grant:
   - May not be applied to an endowment.
   - May not be subsequently granted to another participating organization.

4. All contributions received through Give a Hoot are subject to the Park County Community Foundation's variance of power: meaning that the Foundation's Board of Directors shall have the power to modify or eliminate any restriction, condition, limitation or trust imposed with respect to any funds or property the title to which has become vested in this Foundation if, in the sole judgement of the Board of Directors, such restriction, condition, limitation or trust becomes unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the community or area served.

5. Participation does not guarantee that organizations will receive funds.

6. Donor contact information will be immediately available to respective nonprofits. The Park County Community Foundation will never solicit donors that give through Give a Hoot unless they select the Park County Community Foundation as a gift recipient. The Park County Community Foundation reserves the right to use donor information to share Give a Hoot campaign materials and Park County Community Foundation updates.

DEADLINES AND PARTICIPATION GUIDELINES

- **May 18: Registration Opens**

- **May 29: Registration Deadline** – Nonprofits must be registered online at www.give-a-hoot.org to participate for 2020.
- **May – June: Give a Hoot Trainings and Webinars** – Dates and topics to be determined. Webinars, trainings, and toolkits will be provided for participating nonprofits to ensure the organization has the tools and knowledge needed to be successful.
- **June 29: Deadline for participating organizations to complete their online profile**
- **July 1**: Informational brochure listing participating nonprofits mailed to all addresses in Park County & online profiles become open for public viewing
- **July 8: Give a Hoot Kick-Off** – The specifics of this kick-off activity will depend on whether the Farmer's Market is open by July. Please know that plans are in place to develop a virtual alternative for our 2020 Kick-Off event.
- **July 8 – August 6: Virtual events connecting participating nonprofits with potential donors** – Details to be determined.
- **August 6: Closing Event** – stay tuned for more details about a virtual event to close out our month-long community giving campaign.

CONTRIBUTIONS

1. Gifts are accepted during Give a Hoot, July 8th – August 6th at midnight. Contributions received after August 6th will not be eligible for the partial match.
2. Organizations are responsible for soliciting donations on their own behalf.
3. Contributions must be 100% deductible.
4. Organizations should not collect contributions to be pooled and delivered or mailed to the Foundation. Donors should donate online, or mail their contributions accompanied by an official donor form to the Foundation's office at PO Box 2199 Livingston, MT 59047. Donors are encouraged to make donations of $1,000+ by check.
5. Park County Community Foundation will cover the cost of all gift and credit card processing. Donors are encouraged to make donations of more than $1,000 by check.
6. Tax receipts for all donations made online during the Give a Hoot event will be provided to donors immediately via e-mail. Tax receipts for donations made by cash/check/stock transfer during the Give a Hoot event will be provided to donors by the Park County Community Foundation via mail.

Eligible contributions include: Online credit card gifts at www.give-a-hoot.org; checks (made out to the Park County Community Foundation and accompanied by an official donor form); corporate and philanthropic matching grants received by the deadline; gifts of stock. Cash gifts are discouraged.

Ineligible contributions: In keeping with IRS guidelines on tax deductible donations, no gifts can be made in which the donor might receive or expect to receive a benefit. Thus, the following types of gifts are ineligible through the Give a Hoot campaign: Fees for admission, registration, tickets or any other type of non-tax-deductible payment; Membership dues; Tuition; Funds raised by a participation through raffles, drawing, auctions or other events. Tickets for gala-style fundraising events are ineligible contributions, as an event of that type would typically include "benefits" such as food/drinks/entertainment. By contrast, hosting an informal house party for which no ticket purchase is required to attend, and then during that house party suggesting that attendees make a donation to a particular Give a Hoot participant <u>would</u> generate an **eligible** contribution.

MARKETING AND USE OF LOGOS

To promote cohesive marketing for Give a Hoot and help donors associate with the opportunity for partial matching grants, the Park County Community Foundation will provide Give a Hoot logos to each organization's contact person once the registration period has closed. Logos will also available at www.give-a-hoot.org and can be used in black and white or color. Please avoid altering the logo.

If you would like to give recognition in use of the funds from the partial matching grants, suggested wording is as follows: "This program made possible in part by funding from the Park County Community Foundation's Give a Hoot campaign."

Acceptable reference to Give a Hoot and the Community Foundation include: Give a Hoot: Park County's Community Giving Challenge, Give a Hoot Park County, Give a Hoot, and Park County Community Foundation.

Unacceptable reference to Give a Hoot and the Community Foundation include, but are not limited to: Giving Challenge, Community Foundation, Hoot, GAH, GAHCGC, PCCF or CF.

Organizations are encouraged to visit www.give-a-hoot.org to view tools, templates and language to include in their Give a Hoot promotional materials.

Organizations are also encouraged to acknowledge all donations with personal thank you notes as appropriate.

STILL HAVE QUESTIONS?

Please reach out to PCCF Staff:
Gavin Clark, Executive Director at gavin.clark@pccf-montana.org
Barb Oldershaw, Program Director at barb.oldershaw@pccf-montana.org
Amanda Hester, Office and Finance Coordinator at office@pccf-montana.org
Or call our office and leave a message at: 406-224-3920

The Park County Community Foundation's website www.pccf-montana.org and/or www.give-a-hoot.org will have comprehensive information for donors and nonprofits. Organizations can visit these websites to access updated information about Give a Hoot including upcoming deadlines, Give a Hoot logos, donor forms and rules & procedures.

I, _____, of _____, have read and agree to above:

Print Name Participating Organization

_____ _____ _____

Signature Title Date