

Lincoln Community Foundation

Program Agreement

The Lincoln Community Foundation (LCF) has been asked to play a larger role in helping other groups that are not officially structured or have not yet obtained non-profit status.

Acting in a manner consistent with our mission: **To Cultivate Lincoln Philanthropy and Stewardship for Today and Tomorrow**, the LCF strives to enhance the quality of life for the Lincoln community through funding of community based organizations. In order to achieve this, we are presenting this document/format to provide consistency and management of the various needs of our Programs.

Each Organization will be given a Program name for tracking and accounting purposes.

LCF Role:

- Ensure Program continues to align with the LCF Mission
- Monitor Program Scope, goals and budget on an annual basis. Annual Program renewal is not guaranteed.
- LCF liaison to attend Program board meetings and update the LCF board on a monthly basis
- LCF provides background support:
 - * Website advertising and access with credit card processing
 - * Non-Profit status for donations
 - * Accounting summaries of income and expenses
 - * IRS and FTB tax filings
 - * Leverage against the LCF General Liability Insurance plan
- LCF will retain 6% of all funds (gross) deposited on a quarterly basis for operating expenses incurred or \$100/year (whichever is greater). This service fee is in addition to other operating expenses incurred by the program (i.e. PayPal fees, return check fees, etc).

Program/Organization Role:

- Each year provide an updated Program Scope form (see attached)
- Any Program fundraising activities (planned and executed) will be independent of the LCF
- Promote LCF as the preferred funding mechanism to all outreach materials seeking donations including print, digital media, direct mail and broadcast.

This document is intended to provide both parties (LCF and Program partner) a clear understanding of the rules and roles. As relationships grow, this document will be amended to better reflect changes. This document is not intended to be complete and will be modified as needed.

Lincoln Community Foundation reserves the right to change the parameters of the Program Agreement at anytime without notice. LCF reserves the right to review the Program Agreement and Scope of Work form at any time and request more information as needed.

Mike Hobson - LCF President

Date

Program Manager

Program Name

Date

12.2.2015