



Foundation23

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2024 Community Fundraiser Rules & Procedures

Fundraising Dates: July 23 - September 28 | Race Day: Saturday, September 21

HOW IT WORKS

1. Foundation 23 solicits matching fund contributions that incentivize donors for Sublette County nonprofits and enhance the impact of every individual donation.
2. Nonprofits complete the application to be included in the match giving. Applications and final reports must be submitted by the deadlines.
3. Qualified, participating nonprofits solicit donations from their donors during the campaign dates.
4. Donors make contributions directly to Foundation 23, designating funds to the nonprofit(s) of their choice.
5. Together, Foundation 23, the Race to Raise, and participating nonprofits promote the community fundraising efforts.
6. Following the culminating event during the Race to Raise and at the end of the giving season, fundraised dollars and matching funds are awarded to the nonprofits.
7. Participating organizations use the dollars raised to provide programming and support to Sublette County residents. A final report describing use of matching funds is required to be eligible to participate in the next year's event.

ELIGIBILITY

To be eligible to participate in the Community Fundraiser, organizations must provide programs or services to Sublette County area residents. Organizations may include the following:

- **A public nonprofit organization with an IRS 501(c)3 determination**, in good standing. At the discretion of the Foundation 23 board, related organizations may be required to participate as a single organization and/or may only be eligible for one matching grant.
- **Faith-based organization.** All funds raised, both donations and match, must be used entirely for non-religious public outreach programs such as emergency assistance, youth outreach, public health programs, or cultural programs. Funds cannot be used for any part of a physical building.
- **Service Club.** All funds raised, both donations and match, must be used for charitable purposes such as public outreach in the form of emergency assistance, youth outreach, scholarships, public health programs, or cultural programs.

- **Public School Program.** Each program must have participation approval by the school board submitted with the nonprofit application. Each program must submit a separate nonprofit application. School programs are eligible for a single match grant (amount TBA). If more than one school program participates, the matching cap will apply to all the participating programs as a whole.

An organization must qualify as “local” pursuant to any one of the definitions below:

- An organization that predominantly works in or serves Sublette County, WY.
- An official Sublette County, WY chapter in good standing of a state/regional/national membership organization, with a local advisory board comprised of predominantly Sublette County, WY residents.

RULES & PROCEDURES

All organizations are to operate within the spirit of Community Fundraising to function ethically and honestly with mutual respect in order to promote community harmony.

- Interested organizations must submit a 2024 non-profit Participant Application.
- Organizations wishing to participate must attend one of the orientation meetings.
 - April 11 - Big Piney (Big Piney Library Community Room) @ 5:30pm
 - April 18 - Pinedale (location TBD)
- Organizations participating must volunteer towards the organization and hosting of Foundation 23 events; this includes the Race to Raise and Cally’s Helping Hands.
- Organizations must attend Cally’s Helping Hands for check distribution.
- Organizations that receive matching funds are required to complete a Final Report by a given deadline. The report is used to confirm that organizations use the grant funds following the Rules and Procedures as well as demonstrate the community impact of the Community Fundraiser. Organizations failing to submit a Final Report are not eligible for the current year's Community Fundraiser.

Failure to volunteer or meet attendance requirements will result in forfeit of matching funds.

- Organizations are encouraged to set up a booth or informational table at the race (Saturday, September 21st)
 - Educate our community about your organization
 - Solicit more donations - remember funds can be matched through September 28th!
 - Selling or distributing products, goods, or services at the race event is prohibited.
- Participation does not guarantee organizations will receive funds. Organizations will receive 100% of funds donated on their behalf. If the organization complies with all the rules and procedures and meets expectations, it will be eligible to receive the matching grant based on the match percentage.
- Funds raised through the Community Fundraiser may only be used for non-religious, charitable programming for non-religious, public outreach programming. Funds cannot be used for any part of a physical building.

- Faith-based organizations and service clubs may use donations and matching funds for non-religious, public outreach programming.
 - May only be used to benefit Sublette County, WY. Programs must take place in Sublette County, WY.
 - May not be used for political activity or lobbying.
- Matching grant funds:
 - May not be endowed.
 - May not be subsequently granted to another participating organization.
 - Must be used within 18 months of receipt of grant checks and must be returned to Foundation 23 if unused.
- The match percentage will be announced, and final award checks distributed in November. You will know your final amount only then.
- All checks must be deposited within 90 days of the distribution date.
- All contributions received are subject to Foundation 23's variance power. The Foundation's Board of Directors has 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 corporation if, in the sole judgment 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.

DEADLINES & MANDATORY MEETINGS

April 1	2024 Non-Profit Registration Opens
April 11	Orientation Meeting (Big Piney 5:30pm- Big Piney Library Community Room)
April 18	Orientation Meeting (Pinedale - 5:30pm - Sublette County Lovatt Room)
April 26	Application Due (including organizations' logo)
July 23	START Fundraising Campaign
Sept 21	Race to Raise
Sept 28	END Fundraising Campaign
Nov 6	Cally's Helping Hands Ceremony (Check distribution)
March 15, 2025	Final Report Due

FUNDRAISING

Donations will be accepted July 23rd to September 28th. Donations received before or after these dates will not be eligible for matching funds and will be passed directly back to the designated recipient. **Organizations are responsible for soliciting donations on their own behalf.**

- Contributions must be 100% tax deductible (no goods or services exchanged).
- **Donors should mail or deliver their contributions directly to Foundation 23. Organizations should not collect contributions on their own.**
- Organizations should not provide tax receipts for contributions made through Foundation 23. The Foundation will provide all tax receipts. Organizations are encouraged to acknowledge contributions as appropriate.
- **Eligible** contributions:
 - Credit Card: Online credit card donations are accepted through the Pinedale Half Marathon's secure registration site and can be accessed at www.foundation23.org (**Preferred method**)
 - Checks: made payable to "Foundation 23", with the designated nonprofit in the memo line and sent to P.O. Box 2135, Pinedale, WY 82941
 - Donor advised fund and corporate matching grants received by September 28th.
- **Ineligible** contributions include gifts in exchange for goods or services including but not limited to:
 - Event proceeds - including funds raised by a participating organization through raffles, drawing, auctions, or other events
 - Fees - include admission, registration, tickets, or any type of non-tax-deductible payment
 - Membership dues

Please be courteous of known matching donors and recognize they have already generously donated to the community. We encourage all participating nonprofits to acknowledge our matching donors and respect that they may not want to be solicited again as nonprofit donors.

MATCHING GRANT STRUCTURE

The matching grant structure ensures that all participating organizations benefit fairly.

- Organizations will receive 100% of all donations specifically designated to their organization.
- Organizations may receive a matching grant up to a designated amount. This amount is dependent on matching donor funds received and is announced at a later date.
- Matching funds are matched at a percentage based on the money raised by Foundation 23 and matching donors. Matching funds will not exceed a \$1 for \$1 match.
- Donations in excess of the matching cap to any single nonprofit will be passed directly back to that designated nonprofit without a match portion.

An annual matching dollar cap will be set based on money raised by Foundation 23 and matching donors. The first donations received by nonprofits up to this amount will be matched at a percentage. Donations raised over this amount are passed directly back to the designated nonprofit without any match portion.

USE OF MATCHING FUNDS

- Matching funds are restricted to the guidelines presented in this packet.
- Are restricted for current use and may not be placed in an endowment account.
- May not be subsequently granted to another participating organization.
- Must be used within 18 months of receipt of grant checks and must be returned to Foundation 23 if unused.

MARKETING

Materials will be provided to promote a cohesive marketing approach and to help donors link organizations to the Community Fundraiser matching grant opportunity. Organizations are responsible for picking-up and distributing their marketing materials.

Nonprofits are required to use the F23 and R2R logos on any solicitations sent/communicated to donor/contact lists or other forms of advertising or promotions relative to the organizations participation in the community fundraising event.

ABOUT FOUNDATION 23 & RACE TO RAISE

The Pinedale Half Marathon and 10K began in 2004 as a way to unite our community by building camaraderie and promoting fitness. The annual event takes place every September and includes choices for a half marathon, 10K, or a 1 mile fun run for both runners and walkers.

In 2022, the focus of the event was shifted from a one-day race into a fundraising campaign for the nonprofits in Sublette County, Wyoming. A portion of each race entry was designated to the participants' nonprofit of choice and additional donations were solicited by nonprofits. With this change arose the need for a broader scope of fundraising, community awareness and organization, therefore Foundation 23 was born. We are a community foundation here to strengthen and build the Sublette County community through fundraising and advocacy for our local nonprofits.

In 2024, the Pinedale Half Marathon and 10K event was renamed the **Race to Raise** to more deeply connect the running event and community nonprofit fundraiser. We invite you to join us during our 9-week community-wide fundraiser. The campaign will peak on September 21st during the Race to Raise when over 500 people come together in a celebration of community spirit and nonprofit support. The power of this community-wide fundraiser comes through the participating nonprofits, and the matching fund incentive,

The Pinedale Half Marathon and 10K (now the Race to Raise) is how we got started and it will continue to be our culminating event for our annual giving campaign. Don't miss this opportunity to educate our community about your unique work and raise funds for your nonprofit!