

TNT Sector Fundraising & Grant Policy

The **Citywide TNT Board** is the only authorized 501(c)3 entity throughout the City to make financial decisions regarding fundraising for Tomorrow's Neighborhoods Today, Inc. The Board is responsible for Federal and State Tax filing thus requiring the citywide organization to be included in all transactions. If sectors wish to fundraise or to apply for grants, permission must be given first by the City-wide Board Treasurer.

Please note: Sectors are not separate NYS Charities nor 501(c)3 IRS Exempt Organizations, and cannot apply for grants or fundraising on their own. Tomorrow's Neighborhoods Today, Inc. is identified by the Federal ID Number (EIN) 47-563-5762, and the NY State Attorney General's Office/Charities Bureau Registration Number 45-81-49

Fund-Raising (Includes Cash & Donations of Goods or Services) Process

1. **The sector shall prepare a Memo** (See template submission form, pg. 4)
 - The Memo should describe the plan on how the funds will be raised
 - The Memo should state the fundraising goal amount
 - Explain what these funds are to be used for - include a line item budget if applicable.
2. **The Memo must be voted on by the Sector membership & submitted to TNT Treasurer**
The Fundraising activities must be voted upon by the sector membership within a regularly scheduled sector meeting, thusly **recorded in the sector minutes**. Once approved by the sector, the Memo should be submitted to the TNT Operations Manager.
3. **Approval by the TNT City-wide Treasurer**
In (2017-2018 fiscal year) the *Treasurer* will consult with the citywide Executive Committee and/or the TNT Finance Committee and/or the full Board of Directors.
4. Fundraising events must have Treasurer approval.

**** Tax Exemption** for the donor is not available for individuals contributing services as a donation. Donations of items/tangible goods require the donor to establish the value and receive a receipt from TNT.

****Denial of Request:** Additional fundraising activities will be denied if a sector has outstanding past due receipts or reports due.

HHQ Bookkeeping/Administrative Fee

Home Headquarters (HHQ) manages the bookkeeping for the entire TNT organization. 10% of all monies received will go towards Home Headquarters as an Administrative fee.

Handling of Funds

1. Two people from the sector must be voted upon within a regularly scheduled sector meeting to be assigned to handle the fundraising.

2. A log needs to be created that states:

- a) Who gave the money
- b) How much they gave
- c) Who counted and collected the money.
- d) The plan for the money

3. The log documentation must be submitted to the TNT City-wide Treasurer

Funds raised must be directed to the citywide *TNT Treasurer* for holding in the TNT Citywide account before spending on any costs or invoices.

4. The individual or Task Force seeking to utilize funds from the sector's Fund-Raising balance must submit a written request to the sector's Board Delegate and Alternate. The Board Representatives will inform the sector Facilitators to add it to the Agenda for the next sector meeting. All requests must be voted upon by the membership in attendance at a regularly scheduled TNT meeting, thusly recorded in the sector minutes. **The meeting minutes must always reflect the balance of the sector funds.**

****Funds raised by individual TNT sectors will be utilized by those individual TNT sectors** at their discretion. TNT Bookkeeping will account for individual sectors funds separately from other sector funds, as well as separately from TNT general funds.

Petty cash may be held within each sector according to the following requirements:

1. Amount held in petty cash not to exceed \$100.
2. Petty cash must be held by a single person, known as a *Custodian*, who was voted upon by the sector and thusly recorded in the sector minutes. The *Custodians* name should be reported to the citywide *TNT Treasurer*.
3. Petty cash must be kept in a cash box at all times by the *Custodian*
4. Receipts of petty cash spending and a written ledger of transactions shall be kept updated & in the lock-box. The Ledger must be publically available to the TNT Coordinator & sector.

ALL CHECKS MUST BE MADE Payable to: *Tomorrows Neighborhoods Today, Inc.*

Send to: Tomorrows Neighborhoods Today, Inc.

201 E. Washington St.

Floor 7, Room 711

Syracuse, NY 13202

Required Disclosures

All solicitations of contributions must contain/communicate the following statement:

"TOMORROW'S NEIGHBORHOODS TODAY, INC. (201 East Washington St, Syracuse, NY 13202) will provide a copy of its latest annual report, upon request, from the organization or from the New York State Attorney General's Charities Bureau (120 Broadway, 3rd Floor, New York, New York 10271)."

Grant Applications and Foundation Requests

The Sector shall prepare a Memo (See template submission form, pg. 4)

- State what grant they want to apply for.
- The purpose, budget, submission deadline, timeline for implementation, Reporting date requirements.
- Reimbursable Grants are contingent upon funds available within an individual sector's fund balance

Approval Timeline

- In the interest of time the proposal can be submitted to the *Treasurer* in advance of getting approval from the Sector. However, the Sector must vote on the proposal before submission, and thusly recorded in the Sector minutes.
- The *Treasurer* will consult with the citywide Executive Committee and/or the TNT Finance Committee and/or the full Board before approval of grant and foundation application requests.

****Denial of Request:** Additional fundraising activities will be denied if a sector has outstanding past due receipts or reports due.

HHQ Bookkeeping/Administrative Fee

Home Headquarters (HHQ) manages the bookkeeping for the entire TNT organization. 10% of all monies received will go towards *Home Headquarters* as an Administrative fee and should be included in the budget submitted with the Grant application.

Grant Handling

1. The *Treasurer* receives the check, copy of the application, award letter, & the final budget.
2. A log needs to be created, The log states:

- a) Who awarded the money.
- b) How much was received.
- c) The plan for using the money.

How to use your sector Funds from Grants

The sector is responsible for submitting invoices to the *TNT Operations Manager* for budgeted items submitted within the Grant Application proposal. Funds will be released for use according to current organizational policies. The Sectors will contact the *TNT Operations Manager* who will complete a voucher for *Home Headquarters* to create a check. The checks will be signed by the citywide *TNT Chairperson* or *Treasurer*. All spending by sectors must be accompanied by an invoice or receipt submitted to the *Citywide Treasurer* for bookkeeping requirements.

End Of Policy # # #

TEMPLATE SUBMISSION FORM

CHECK ONE:

- Fund-Raising (includes cash, and donations of goods or services)
- Grant Applications and Foundation Requests

Sector:

Person Submitting:

Activity Planned:

Fundraising Goal Amount:

How will the funds be used (include a line item budget):

Description of project/use of funds:

Line Items (Add additional sheets as necessary):

ITEM	USE	COST
HHQ Administrative Fee	10% of funds received	

TOTAL:

FOR GRANT/FOUNDATION APPLICATIONS ONLY:

Name of Grant or Foundation:

Submission Deadline:

Timeline for Implementation:

Reporting Requirements:

** **Tax Exemption** for the donor is not available for individuals contributing services as a donation. Donations of items/tangible goods require the donor to establish the value and receive a receipt from TNT.

****Denial of Request:** Additional fundraising activities will be denied if a sector has outstanding past due receipts or reports due.