



Foundation Fund Application and Collection Agreement

The Lake Fork Community Foundation (LFCF) collects funds for organizations within the Lake Fork Valley of Hinsdale County whose purposes are aligned with those of the LFCF. The collected funds are then distributed to the organizations.

This Agreement sets forth the responsibilities and necessary information required by the LFCF to satisfy and maintain its 501 (c)(3) status and extend to tax-exempt organizations the ability to offer charitable donation acknowledgement to its donors. **Please send digitally to lfcf@lakeforkcf.org.**

Name of organization: _____

Mailing address: _____

Phone: _____

Email address: _____

Names of officers of the organization and their position:

Federal Employer Identification Number (EIN): _____

1) If the organization is part of a local government agency fill in the name of the agency.

2) If the organization a 501(c) tax-exempt organization, provide a copy of the IRS determination letter **or** a copy of your most recent 990 form.

3) If the organization is part of a Church or Religious Organization, fill in that name.

- 4) If the Organization is not a 501(c)(3) or part of a government agency or church, but is in the process of acquiring tax-exempt status from the Internal Revenue Service, provide evidence of that process.
- 5) If the Organization has GROSS receipts in each taxable year of normally not more than \$5,000, provide financial statements verifying gross receipts.
- 6) An organization must report name, address and structural and operational changes to the LFCF at PO Box 322, Lake City, CO 81235 or lfcf@lakeforkcf.org.

When the Lake Fork Community Foundation acts as a conduit for funds from donors to a tax-exempt entity, it is necessary that those funds remain dedicated to the required purposes of the LFCF as defined in our Articles of Incorporation (available at www.LakeForkCF.org). A list of donors for your organization will be included in pass-through checks. Please deposit these checks in a timely manner. If your organization is accepted as a Partner Organization with LFCF and wish to be included in our Annual Giving Letter, please provide a brief (less than 100 words) description of your organization, perhaps with a link to your website, in the space below*.

- a) Please provide evidence defining the purposes and activities of your organization.
- b) Please provide a Dissolution Clause (This means that if you dissolve your organization in the future, your assets must be distributed for an exempt purpose described in section 501(c)(3), or to the federal government, or to a state or local government for a public purpose.)
- c) *Description _____

Administrative Assessment

It is understood and accepted by the applicant Organization named above that a fee of four percent (4.0%) will be deducted from all funds received through LFCF.

Organization Signature and Dates:
 (Should be signed by a representative of the Organization)

By: _____ Date: _____

Print Name: _____ Title: _____

Acceptance by LFCF Signature and Dates:

By: _____ Date: _____
 Director, Lake Fork Community Foundation