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## Creswell First Foundation Info Form

**Creswell First Foundation (further referred to as CF!) is dedicated to “connecting people who care with causes that matter” right here in Creswell. One way CF! achieves this is through the sponsorship of local projects that help us fulfill our mission.**

### **Criteria for becoming a CF! project**

All CF! projects must contribute to fulfilling our mission of connecting people who care with causes that matter for the betterment of Creswell. Every activity your project undertakes must further this mission. In effect, CF!'s mission is your project's mission.

### **What CF!'s partnership means for your project**

#### **Clarity of mission and focus**

We ask each project generate its own purpose statement that must fall within CF!'s mission statement. This statement serves to provide focus for your project and to assure that your project is supporting the betterment of Creswell.

#### **Tax-deductible donations and grant eligibility**

Because Creswell First Foundation is a 501(c)3 tax-exempt organization, donations to your project are tax deductible and we can provide fiscal sponsorship for granting purposes.

#### **Management structure and procedures**

Let us help with administration! CF!'s organizational structure is designed to allow self-management for each CF! project while still maintaining an appropriate level of responsibility to the organization as a whole. A board representative will be assigned as your project coordinator.

#### **A web presence**

Your project will get a dedicated page on our website that you can direct people to for marketing and promotions purposes.

#### **Experience and expertise**

Our diverse board of directions has a variety of skills and experiences that make us a valuable partner, including marketing and communications, accounting, small business development, grant writing and donor relations, project development, and volunteer management. We look forward to exploring how we can support you and your project!

## **What we require of you, our partner**

### **Marketing your project**

We ask that you credit Creswell First! in marketing and communications about your project. Your project should be recognized by name followed by, "a project of Creswell First! Our Community Foundation."

### **Project reports**

A central component of your project's responsibility to the CF! Board is to keep the board informed about your project. To that end we ask that you submit a written update approximately one week before our monthly board meetings.

### **Grants and contracts**

CF! Board is ultimately responsible for any contract entered into on behalf of your project. Therefore all grants, leases, and contracts need the approval of the CF! Board. This includes any reporting or monitoring paperwork required by a particular grant.

### **Fiscal accountability**

CF! monitors and maintains the finances for its projects and we ask that you be a good fiscal steward of all donated funds. Proper procedures will have to be followed to access funds, receive reimbursements, and provide appropriate accountability.