



Berkeley Partners for Parks
P.O. Box 13673
Berkeley CA 94712-4673
info@bfpf.org
Tax ID: 94-3228356

PARTNERSHIP REQUEST

Berkeley Partners for Parks (BFPF) is a 501(c)(3) nonprofit organization. Our mission is to:

- *Develop and cultivate wider community interest in the parks and other public amenities in and around Berkeley;*
- *Encourage and support the organization of community groups to adopt and work for the welfare of parks and other public amenities in and around Berkeley; and*
- *Provide fiscal sponsorship to groups that support our mission.*

This document asks for some information about your organization (present or future) so that both of us can determine if we are a good fit. If a question doesn't make sense, skip it. We anticipate a meeting between us before either of us makes a commitment.

Name of Group _____

Please check all that apply: Active in Berkeley _____ in furthering parks____, gardens____, paths____, creeks____, historic restoration____, public amenities____, recreation____, other related (specify)_____

Purpose and Proposed Activities: Please tell us what you hope your group will accomplish. Is your present thinking that you will accomplish one project and then maintain that project at a lower level, or even disband? Or do you see your group taking on a series of projects or tasks and continuing indefinitely? (Feel free to use another sheet of paper.)

Do you intend to pass all revenues and expenditures through BFPF? _____

How many volunteers do you hope to have in a year? _____ Volunteer hours? _____

About how much money do you hope to raise each year, or for your project? _____

How do you expect to fund your work? Memberships? _____ Fundraising events? _____

Donations from individuals? _____ Other? _____

Grants? (From public__ private__ governmental__ local?__ national?__ sources)

Notes, comments: _____

Please identify people who are/will be involved in your activities. Note which one will be the Treasurer or fiscal contact.

Contact: Name	
Address	
Email	Phone(s)

Contact: Name	
Address	
Email	Phone(s)

Contact: Name	
Address	
Email	Phone(s)

It is our practice to notify all listed contacts by email of monthly BFPF meetings and related events. Please let us know when contacts change. If you would like others (additional or instead) informed, please let us know via email at books@bfpf.org .

When you have completed this questionnaire and looked at the Partnership Principles and Practices (next page), we would like to meet with two or three of you to discuss your needs and, in general, how BFPF operates. Please contact our chair, Ms Charlie Bowen at 510.540.7223 or charlie_paths@comcast.com, or info@bfpf.org Thank you for your interest. We look forward to talking with you.

For information about BFPF and its partner groups please visit our website at www.bfpf.org

BFPF PRINCIPLES & PRACTICES

FOR FULL PARTNERS

Your group agrees to:

- *Use all the funds collected for your activities for the purposes defined in your application or as you and we subsequently agree to change them.*
- *Put all financial transactions through BFPF and document them properly.*
- *Prepare and send letters of acknowledgement for donations you receive. (BFPF will keep you informed of the IRS requirements.)*
- *Include a statement on written or web-based communications acknowledging your relationship with BFPF (e.g. fundraising materials, grant proposals, press releases, home page, etc.).*
- *Keep BFPF informed when any of your primary contacts change.*
- *Provide us promptly with a copy of any grant you receive or contract you sign.*
- *Notify BFPF at least a week prior to sponsoring a special event if you wish insurance coverage for it.*
- *Provide a brief narrative report to BFPF in October of each year, describing your activities during the previous year (which with your permission may be published in our annual newsletter).*
- *Not hire an employee, nor engage an Independent Contractor for regular services nor engage a fundraiser or grant-writer without our prior approval.*
- *Abide by IRS restrictions on political activity and lobbying. See the BFPF Political Activity Guidelines document for more information.*
- *Pay annual membership dues plus an administrative fee for BFPF's services to you. Currently the membership is \$35/year and the fee is 7% of income from most sources. Because contracts with governments often require extensive documentation and special handling, the fee is 10% for those contracts. However, we will keep the fee at 7% for small grants that do not require major bookkeeping – please discuss this with us in advance.*
- *Endeavor to attend at least one BFPF Board and/or membership meeting each year (for information exchange and social benefits).*

Berkeley Partners for Parks agrees to:

- *Permit you to use our Section 501(c)(3) tax-exempt status to solicit funds for your group.*
- *Provide all accounting services including depositing funds you receive and preparing checks as you request and providing regular reports to you.*
- *Create separate accounts as needed (e.g., for a contract or new project).*
- *Handle all regulatory and tax compliance matters. We will handle reporting to the state and the IRS for any independent contractors you use.*
- *Permit you to use our Seller's Permit. We will prepare the sales tax report. We will provide Resale permits as requested.*
- *Insure appropriate activities of your group under the terms of our liability policy.*
- *Handle the necessary state registration and reporting for fundraising, including for raffles. You must inform us in advance of your activities in this area.*
- *Provide whatever financial reporting is required by a grantor or donor. We will remind you of reporting deadlines as they approach.*
- *Respond promptly to your needs for information, approvals, funds, etc.*

