**MEMORANDUM OF UNDERSTANDING 2023**

Background:

* The Siouxland Community Foundation (SCF) is hosting the Seventh Annual Siouxland Big Give (SBG) for eligible nonprofits in Siouxland.
* The Siouxland Big Give’s 24-hour day of giving will take place on Tuesday, October 1, 2024.
* SCF has created an online giving platform at SiouxlandBigGive.org, to facilitate the connection between nonprofits seeking funding for a specific project and generous donors looking to contribute to those projects.

Agreement:

1. Nonprofits must be 501(c)(3) public charities and may be asked to provide a copy of our IRS determination letter as proof. Only one organization per tax ID number will be eligible to participate in the SBG. Organizations NOT allowed include city governments, organizations of worship, parent-teacher associations, and membership clubs.
2. I confirm that my organization has its headquarters in the Siouxland area and/or performs the majority of its mission programs in the Siouxland area and that funds raised through the SBG are restricted not only to support Siouxland, but as described in our project description (which I will submit for approval by September 15).
3. I understand that there is a $50 fee for my organization to participate in the SBG which will be taken out of the donations received at the event or billed to my organization should we not raise the funds to cover it.
4. I understand that my organization should plan to spend 20-60+ hours of marketing efforts in the months and days immediately leading up to the campaign to create a sense of Siouxland excitement among donors, media partners and fellow nonprofits. In order to have a successful campaign, your marketing plan must include: making sure your organization’s profile is updated on the SBG website, planning and writing a qualified and compelling project description for the SBG website, drafting and sending emails to board members, staff and loyal volunteers; creating content and posting on social media and website.
5. I understand that SCF is not responsible for the amount of money that may or may not be contributed to my organization during the 24-hour event. I understand that donors must choose the nonprofit they are giving to when making the online gift and that the SCF has no control over this process.
6. I understand that, as this is an online fundraising event, my organization is required to have both a social media presence and a website, and we will make reference to the SBG on BOTH platforms.
7. I understand that my organization, its staff, board of directors and volunteers should prepare to devote time and energy to promoting the SBG among our donors, website and social networks in order for our nonprofit organization to be successful.
8. I understand that only donations pledged to my nonprofit organization through the siouxlandbiggive.org website will count toward any incentive contests and award distribution.
9. I understand that if I’m asked to participate in an interview with a newspaper, TV or radio station I am to be a spokesperson on behalf of all nonprofits in my community participating in SBG.
10. I understand that my organization will receive all monies that have been donor designated to my organization, less any applicable credit card transaction fee of 3%. There will be no fees deducted from donations made through SCF donor-advised funds.
11. I understand that although a nonprofit is able to see their gifts in real time, reconciliation must be completed and, even though gifts are considered nonrefundable, a donation can be revoked for a variety of reasons from the time of receipt to the time of disbursement. Therefore, donation reports cannot be considered final until the nonprofit receives the disbursement from SCF.
12. I understand that as a participating organization, we will not be allowed to solicit donations for such purposes as: memberships, dinners or any other activity that provides benefits to the donor, legally binding pledges, support of a political campaign and that no goods or services may be exchanged for donations or as payment for “quid pro quo” items such as: tickets to events, charitable auction purchases, raffle tickets, or gift items.
13. I understand that SiouxlandBigGives.org is an online platform that will safely process all contributions made during the event and that following the event I am to login to SiouxlandBigGive.org to obtain the list of all the donors that designated my nonprofit during the event and that we are encouraged to reach out to them after the event and thank them for supporting our organization and how their donation will make a difference. This list will be available only until December 31 of this year.
14. I understand that contributions are technically made to SCF and therefore SCF will generates the tax receipt to all donors and that any correspondence that is sent from our organization as follow-up should NOT include tax information or amounts of donations.
15. I understand that we are to notify SCF, as soon as possible, should the organization cease or substantially reduce its operations, or should the IRS propose to revoke its Section 501(c)(3) status.
16. I understand that all donations will be disbursed via check, at our Check Presentation Ceremony (usually in the morning, on the second Tuesday in November) in which a representative (staff, board member or trusted volunteer) of your organization should attend to accept the donation in person.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Executive Director/CEO/President PRINT NAME Executive Director/CEO/President SIGNATURE

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Organization Name Federal Tax ID#