

FISCAL SPONSORSHIP AGREEMENT

This Fiscal Sponsorship Agreement ("Agreement") has been made by and between Seattle Parks Foundation ("SPF") and **Volunteer Park Trust** to accomplish one or more projects listed in the attached Project Addendum (a) (collectively, "The Project"). SPF has determined that sponsorship of the Fiscal Sponsee would be consistent with its goals, and wishes to make arrangements with the Fiscal Sponsee for the implementation and operation of The Project.

1. Purpose: SPF hereby agrees to sponsor the Fiscal Sponsee and to assume administrative, financial, and legal responsibility for The Project. The Fiscal Sponsee agrees to implement and operate The Project, in accordance with: SPF's mission, charitable, and educational goals; Washington State Revenue Rule 68-489; Section 501(c)(3) of the Internal Revenue Code; any requirements imposed by Donors¹; and the terms of this agreement. To offset administrative costs and in consideration of services under the Agreement, at the end of each quarter SPF will assess a percentage fee on the revenues received for the Fiscal Sponsee in that quarter, as set forth in the Project Addendum (a).
2. Tax-Exempt Status: The Fiscal Sponsee shall operate The Project described in the attached Project Addendum (a) in a manner consistent with SPF's tax-exempt status² and as described in this Agreement. No material changes in the purposes or activities of The Project shall be made without prior written permission of SPF and in accordance with any requirements imposed by Donors. The Fiscal Sponsee shall not carry on activities or use funds in any way that jeopardizes the Fiscal Sponsor's tax-exempt status.
3. Lobbying: The Fiscal Sponsee shall not, and shall not permit The Project to, attempt to influence legislation or participate or intervene in any political campaign on behalf (or in opposition to) any candidate for public office or otherwise engage in the carrying on of propaganda (within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986) without SPF's written consent.
4. Reporting Requirements:
 - a. The Fiscal Sponsee will provide SPF with annual written reports describing programs and services of The Project on the anniversary of the date that the Fiscal Sponsee signs the Agreement (hereinafter the "Effective Date").
 - b. The Fiscal Sponsee agrees to report by phone quarterly from the Effective Date.
 - c. The Fiscal Sponsee will provide all information and prepare all reports required by Donors, including interim and final reports, for SPF's final approval at least one week before any deadline.
5. Account: On behalf of the Fiscal Sponsee, SPF will establish and operate for the use of The Project a designated restricted account ("Account") of gifts, cash, and other property segregated on SPF's books. All money and property in the Account belongs to SPF,

¹ For purposes of this Agreement, "Donors" mean individuals, philanthropic institutions, corporations, government agencies, and other entities making a gift to SPF for the Fiscal Sponsee to carry out the objectives of The Project.

² SPF is a Washington State nonprofit corporation located in Seattle, Washington, qualified as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

subject to any restrictions imposed by Donors, and shall be reported in SPF's financial statements and taxes.

- a. To ensure compliance with tax-exemption laws, all funds that the Fiscal Sponsee raises shall be processed through SPF, apart from certain types of public funding, which may be paid directly to city or county contractors.
 - b. All amounts deposited into The Project's Account will be used in support of The Project, less administrative fees, until:
 - i. The Project's objectives are met or can no longer reasonably be accomplished, as agreed in the Project Addendum (a), or
 - ii. The Agreement is terminated under Paragraph 9.
 - c. If the events in Paragraph 5(b)(i) or (ii) occur, any remaining balance in the Account may be transferred to other project accounts at SPF's sole discretion and in accordance with: SPF's mission, charitable, and educational goals; Revenue Rule 68-489; and any requirements imposed by Donors. SPF will give the Fiscal Sponsee 60 days' written notice before transfer through an agreed-upon notification method set forth in the Project Addendum (a).
6. Disbursement: Disbursements will be restricted to support and implement The Project only, consistent with the Project Addendum (a). SPF will disburse funds from the Account in the following manner and reserves the right to withhold any payment requests to seek additional information from the Fiscal Sponsee:
- a. Reimbursement: Except in rare cases, SPF will make payments to the Fiscal Sponsee from the Account through reimbursement for expenses on The Project. To receive reimbursement, an Authorizing Official must submit a check request form to SPF's Finance Director in a timely manner with the following information: recipient of the funds, date of the transaction or service, amount requested, and purpose of the funds.
 - b. Vendor/Consultant/Contractor Invoices: SPF may make payments directly for expenses on The Project to vendors, consultants, and contractors. To make a payment, an Authorizing Official must submit a check request, together with all invoices, to SPF's Finance Director in a timely manner with the following information: recipient of the funds, date of the transaction or service, amount requested, and purpose of the funds. In the event of a dispute over services performed or goods provided by a vendor, consultant, or contractor, SPF will withhold payment until the dispute is resolved.
 - i. If the recipient of the funds is an individual and not a corporation, and they will receive more than \$600 in compensation for work (not reimbursement), they will need to complete IRS Form W-9.
 - ii. Independent contractors must sign a written contract with the Fiscal Sponsee prior to performing any work or services.
 - c. Advances: SPF will only disburse Account funds when there is an available balance in the account. In rare cases, SPF may make advance payments to the

Fiscal Sponsee or a vendor, consultant, or contractor of the Fiscal Sponsee, by written agreement and approvals set forth in the Project Addendum (a).

- d. Clawback Provision: SPF reserves the right to demand return of funds if the Fiscal Sponsee violates this Agreement or The Project Addendum (a).
- e. Authorizing Officials: The Fiscal Sponsee designates the following two people: **Brian Giddens and Brad Shutzberg** to act as authorizing officials for this Agreement. The Authorizing Officials shall act as principal coordinators of the Project's daily business with SPF, shall bear responsibility for the Fiscal Sponsee's obligations in this Agreement, and shall have authority to sign disbursement requests. Only SPF's Finance Director is authorized to disburse funds to the Fiscal Sponsee. The Fiscal Sponsee will update SPF of any changes to the contact information of the Authorizing Official(s) in a timely manner. SPF does not bear responsibility for incomplete notifications or incomplete disbursements pursuant to this Agreement caused by the Fiscal Sponsee's failure to update the Authorizing Official(s).

7. Records:

- a. SPF shall maintain all financial records relating to the Project according to generally accepted accounting principles, and retain and make records available to auditors as required by law.
 - b. SPF shall provide the Fiscal Sponsee with a report of transactions in the Account at least quarterly from the Effective Date, or upon reasonable request with at least one week advance notice.
8. Financial Reporting: SPF will reflect the Fiscal Sponsee's transactions, to the extent required, on SPF's federal government tax returns and financial reports. All disbursements from an Account shall be treated as payments made to or on behalf of the Fiscal Sponsee to accomplish the purposes of The Project. The Fiscal Sponsee will provide SPF with proper documentation to accomplish the requirements of this paragraph.
9. Termination: This agreement will be subject to annual review on the Effective Date and will terminate as follows:
- a. Material Breach: Either party may terminate the Agreement for material breach of the Agreement with fifteen (15) days' notice.
 - i. The Agreement will automatically terminate and SPF will transfer the remaining funds pursuant to Paragraph 5(c) if the following events occur:
 - 1. SPF requests the Fiscal Sponsee to cease activities that it deems might jeopardize its tax-exempt status and the Fiscal Sponsee and The Project fail to comply within a period of ten (10) days;
 - 2. The Fiscal Sponsee fails to perform or observe any other covenant of this agreement (including, but not limited to, the reporting requirements of Paragraph 4), and this failure remains unremedied fifteen (15) days after notice in writing;

b. Voluntary Termination:

- i. Either party may terminate this Agreement voluntarily by sending 30 days' notice in writing to the other party along with:
 1. a written agreement from a tax-exempt 501(c)(3) organization with their IRS tax identification number to sponsor the Fiscal Sponsee; or
 2. a determination letter from the IRS that it is a 501(c)(3) tax-exempt organization.
 - ii. To complete voluntary termination, the Fiscal Sponsee must secure a Termination of Agreement and Transfer of Assets, signed by SPF and an Authorized Official, and then SPF will transfer the balance from the Account, less any outstanding liabilities, to the new fiscal sponsor or the newly created 501(c)(3) organization of the Fiscal Sponsee.
10. Miscellaneous: This Agreement shall be interpreted and construed in accordance with the laws of the State of Washington. Any controversy, claim, or dispute between the parties arising out of or related to this Agreement, or the alleged breach thereof, the prevailing party shall, in addition to any other relief, be entitled to recover its reasonable attorneys' fees and costs of sustaining its position. Any dispute, and the resolution thereof, shall be and remain confidential information, and all parties shall protect the confidential information from public disclosure, using any reasonable legal and technical means. Each provision of this Agreement shall be separately enforceable, and the invalidity of one provision shall not affect the validity or enforceability of any other provision.
11. General Liability: During the applicability of the Agreement, the Fiscal Sponsee will be covered under SPF's general liability policy (limited to \$1,000,000 per occurrence and \$2,000,000 in the aggregate). Coverage is limited to operations and activities performed within the scope of the Agreement and no longer applies after Termination under Paragraph 9.
12. No Assignment: The Fiscal Sponsor cannot assign this Agreement without SPF's prior written consent.
13. Entire Agreement: This Agreement, together with the Project Addendum (a), constitutes the only agreement between the parties, and supersedes all prior agreements and understanding, both written and oral, among the parties with respect to the subject matter hereof. This Agreement may not be amended or modified, except in writing signed by all parties to this Agreement.

In witness whereof, the parties hereto have executed this Agreement on the day and year first written above.

Fiscal Sponsee Authorized Official 1:

Authorized signer

BRIAN GIDDENS

Name (printed)

1504 E. Prospect St
Sea 06, WA 98112

Address

briangiddens@hotmail.com

Email

206 329 2882

Phone

1/9/18

Date

Fiscal Sponsee Authorized Official 2:

Authorized signer

BRUCE A SHUTZBERG

Name (printed)

205 20th Ave E
Seattle, WA 98112

Address

brad.vpt@gmail.com

Email

415.335.3170

Phone

01/18

Date

Accepted for SPF:

Paulo Peltz

Authorized signer

Paulo Peltz

Name (printed)

105 S. Main St # 235
Seattle, WA 98104

Address

paulo@seattleparksfoundation.org

Email

(206) 332-9900 x15

Phone

1/31/18

Date

Project Addendum for Volunteer Park Trust

I. Background & Instructions

Fiscal Sponsorship is an agreement by a nonprofit to provide administrative services, financial oversight, and legal responsibility to an individual or group that does work related to the nonprofit's mission. Essentially, through Fiscal Sponsorship individuals or groups with similar missions are pooling their resources in a 501(c)(3) nonprofit to share the costs of things like accounting, insurance, and legal services so that they can focus on their goals. Fiscal Sponsorship also gives donors, foundations, and governments assurance that the money they give to an individual or group is spent in the way they have agreed.

Seattle Parks Foundation is a 501(c)(3) nonprofit and a Fiscal Sponsor to individuals and groups who are building, maintaining, and activating public spaces for their communities. We call these individuals or groups "Fiscal Sponsees," or more casually, "Community Partners." As a Fiscal Sponsor, Seattle Parks Foundation provides the services described below, and as a Fiscal Sponsee, you agree that the project you are doing aligns with our mission. Our mission is simple: "Parks for All."

Below, please complete the following information about your mission, group, and project. **By completing this Project Addendum and signing the Fiscal Sponsorship Agreement, you agree that (1) you will operate your project in the way you have described below and (2) that the Authorizing Officials identified in the Fiscal Sponsorship Agreement will be responsible for ensuring that this happens.**

This Project Addendum asks for information to ensure that your mission, group, and project align with our mission; understand the details of your project, budget, existing/prospective funding sources, collaborators, and long-term management plans; promote your project(s) on our website and communications; and contact any relevant staff in your organization with whom we may need to coordinate.

The last section of this Project Addendum lists the services that Seattle Parks Foundation offers to Fiscal Sponsees. They range from standard services like financial management to more time-intensive services like direct fundraising. Please select those additional services that you think you will need, and we will contact you to reach agreement on what we can support. For more time-intensive services, we give priority to those communities who advance our goals for equity.

To pay for our costs in providing Fiscal Sponsorship services to you, we charge a small percentage fee on donations as they are transferred into the Fiscal Sponsee's Account. We charge 8% for basic fiscal sponsorship, and direct payments for additional services, but we will work with you to find a rate that is reasonable. The fee that we charge does not cover the actual cost of our services, so we subsidize the costs by raising money from private and institutional donors who support our mission. The final signed version of this Project Addendum will be the agreed-upon set of services and fee rate that Seattle Parks Foundation will provide to you, the Fiscal Sponsee, under the Fiscal Sponsorship Agreement and Project Addendum.

II. Mission Alignment & Project Details

Fiscal Sponsees must advance Seattle Parks Foundation's mission. This is a legal obligation of Fiscal Sponsorship. Please describe in your responses how your mission and project satisfies the criteria below. We are especially interested in working with Fiscal Sponsees who have demonstrated credibility and trust of community volunteers and leaders in underserved neighborhoods.

- Increase park access and connections between well-designed, safe, active parks and public spaces for all Seattle residents
- Have shared, diverse, inclusive and accountable community leadership
- Are supported by the broader community as well as relevant public agencies
- Are supported by Fiscal Sponsees who will ensure ongoing and high-level stewardship
- Can attract funding from community donors, public agencies and other funders and have a clear plan for achieving fundraising goals
- Have specific goals, regular financial activity and the capacity to deliver on commitments

Livability: Does your group contribute to or advance any of the following?

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Environment | <input type="checkbox"/> Access to parks/open space | <input type="checkbox"/> Housing & urban planning |
| <input type="checkbox"/> Social equity | <input type="checkbox"/> Connectivity via trails/transit | <input type="checkbox"/> Public health & safety |
| <input checked="" type="checkbox"/> Arts & culture | <input type="checkbox"/> Economic development | <input type="checkbox"/> Other: _____ |

Please briefly describe how your group contributes to the livability aspects indicated above: **Our annual work plan is summarized below.**

- 1. Restore the appearance of the park to its historic glory.**
 - Hold regular Second Saturday work parties.
 - Continue to work on developing a plan for restoring the SE entry to the park and garden beds
 - Hold two to three Restoration Days to include Spring Stewardship and Fall Stewardship.
- 2. Make the park safer and inviting to all.**
 - Continue to work closely with SAAM to ensure that the closing of the museum will not negatively impact the park.
 - Complete two capital projects: replace Lily Pond fencing and update/improve lighting
- 3. Provide more opportunities for residents to enjoy the cultural and other aspects of the park.**
 - Conduct park tours for donors and visitors.
 - Hold Summer Picnic in the Park in July and Holiday in the Park in December.
 - Continue to collaborate with partners: SAAM, The Conservatory and the Seattle Chamber Orchestra.
 - Hold Yoga in the park in the summer.
- 4. Ensure that future changes to the park serve to enhance the appearance and usage of the park, consistent with its historic legacy.**
 - Establish a taskforce to work with SPU and SPR on reservoir planning. Investigate working with UW in partnership with SPU and SPR to develop possible designs for a renovation.
- 5. Ensure the sustainability of Volunteer Park Trust.**
 - Continue to work to strengthen our relationship with SPR
 - Collaborate with the Sustainability Coalition on water infrastructure improvements.
 - Raise a funds to support our work from individual donors and grants, steward our donors, and recruit committee members to help

Project Leaders: Group(s) spearheading the project and how the workload will be distributed among members. Describe group leadership (who is involved, for how long) and list local residents involved.

Officers

- Brian Giddens, *Steering Committee Chair*
- Ellen Look, *Steering Committee Vice Chair, Development Committee Chair*
- Jessica Obenauf, *Secretary*
- Brad Shutzberg, *Treasurer*

Members

- Doug Bayley, *Sustainability Coalition Representative*
- Ian Forrest, *Marketing Committee Chair*
- Patty Helberg
- Nancy Iannucci, *Events Committee Chair*
- Benjamin Jenson, *Capital Projects Committee Chair*
- Brooks Kolb, *Landscape Committee Chair*
- Jennifer Ott
- Laura Skelton
- Jane Stonecipher

Collaborators: All other groups involved (*e.g. neighborhood groups, agencies, nonprofits, schools, businesses, etc.*) including roles of each. **Seattle Asian Art Museum, Volunteer Park Conservatory, Seattle Parks Foundation, Seattle Parks and Recreation. Volunteer Park Trust works closely with all of these organizations as we plan and execute our projects.**

Project/ Organization Budget: Total budget, including revenues and expenses during the target for period through the next June (to align with our fiscal year which runs from July to June).

Expenses are projected to be \$63,000 in FY 2018. Revenue is projected at over \$100,000.

Project/Plan Timeline: Overview of project management plan with approximate dates through completion of project (include, e.g., planning and design, fundraising efforts, permits, construction approvals, etc.) **Most projects are ongoing. Projects targeted for completion in 2018 are new fences for the Lily Ponds and upgraded park lighting as well as two stewardship days and two community events..**

Stewardship: Who is taking on long-term maintenance and operations of the site?

Parks requires the VPT maintain the gardens that we restore. We hold monthly work parties and two annual stewardship days to meet this requirement.

Fiscal Sponsee Affiliations, Attributes, or Keywords: Please select all that apply from the list below. These criteria will help us in our communications, fundraising, and advocacy on your behalf. *Italicized* attributes are specific to Seattle Parks Foundation and may not apply if you have not previously been our Fiscal Sponsee.

- ☐ Park (F)
- ☐ Greening (F)
- ☐ Garden (F)
- ☐ Trail (F)
- ☐ Right of Way (F)
- ☐ Street End (F)
- ☐ Housing (F)
- ☐ School (F)
- ☐ Job Training (F)

- ☐ Diversity, Equity & Inclusion (P)
- ☐ *Duwamish River Green Space Network (F)*
- ☐ *Pioneer Square Gateways (F)*
- ☐ *Lake2Bay (F)*
- ☐ *Rainier Beach Link2Lake (F)*
- ☐ *Little Brook Healthy Watershed (F)*
- ☐ *Community Parks Fund (CPF; FP)*
- ☐ *Stim Bullitt Excellence Fund (SBEF; FP)*

III. Website & Communications

Wherever feasible, the Fiscal Sponsee must include Seattle Parks Foundation's logo or name in any press or outreach materials. By promoting your relationship with Seattle Parks Foundation, you are demonstrating the value and success of fiscal sponsorship, which helps us support community partners and attracts donors to your projects.

To help you raise money and promote your projects, we provide you with an individual donation page on our website and provide communications support. Any marketing materials are subject to advance review by Seattle Parks Foundation.

Please complete this section to create/update your webpage.

Required Content

Fiscal Sponsee Name: Volunteer Park Trust

Project Name: Volunteer Park Trust

Fundraising Goal (*total/FY*): Determined annually - ongoing

Fiscal Sponsee Since (*Year*): 2012

Fiscal Sponsee Mission: (*Word limit: 200*)

The mission of Volunteer Park Trust is to preserve and enhance this city and national landmark for today and for generations to come.

Project Description(s): (*Please describe your project and how funding will contribute to project success; Word limit: 500*)
Current SPF web content is provided below.

Centrally located on Seattle's Capitol Hill, Volunteer Park represents the most complete and well-preserved example of the Olmsted Brothers' design approach for Seattle city parks.

The park includes a rustic, brick-clad water tower with observation deck, a Conservatory, the Seattle Asian Art Museum, a historic shelter house, wading pool and play area, a performance stage, reservoir, tennis courts, two formal lily ponds, public art and memorials, and significant heritage trees.

Widely used and much loved, Volunteer Park serves as both a city wide destination and a neighborhood park in one of Seattle's densest, most prominent neighborhoods.

Our beloved Park is in need of immediate and long-term stewardship beyond what the city can do. Its future is in jeopardy.

In response to this challenge, the Trust is working in partnership with neighbors, Department of Neighborhoods, Seattle Parks and Recreation, the Seattle Parks Foundation and others.

Current and future project goals include:

- Upgrade the lighting throughout the park by replacing all lamp globes, installing energy saving LED light bulbs, and painting the weathered lampposts
- Replace the aging stage with an updated Amphitheater
- Organize and host events for all ages, ranging from talks and tours to garden parties and seasonal celebrations
- Improve safety of the Lily Ponds by replacing the current wire fencing with sturdy, thoughtfully designed metal fencing that reflects the park's historic design

Continued on following page

Optional Content

More Information: *(Please include or attach any additional information that you'd like on the webpage, such as URL to Website,*

- Address water and power sustainability in conjunction with the Conservatory and SAAM
- Reclaim green areas, complete landscaping and long-term green maintenance and restore central gardens and park entry plantings
- Help with future renovations of the water tower, including a welcoming, well-lit observation area and improved tree canopy and views
- Work to preserve the reservoir, including a perimeter "Sunset Promenade Walk"
- Make the park safer and friendlier with better signs

You may wonder why Seattle Parks and Recreation isn't funding this work. Unfortunately, Parks has millions of dollars in backlogged maintenance costs and must spread their resources among all the parks.

The future and success of these goals rests with all of us who love the Park. Please join the Trust to ensure that Volunteer Park remains a magnificent urban oasis for another 100 years.

PDFs of a case study, attachments or URL to renderings)

Social Media: *(Please add the URL to your social media accounts)*

Facebook: <https://www.facebook.com/volparktrust/>

Twitter: <https://twitter.com/VolParkTrust>

Instagram: https://www.instagram.com/volunteer_park/

LinkedIn: <https://www.linkedin.com/company/volunteer-park-trust/>

Google+: _____

Other: _____

Get Involved: *(How can people stay in touch?)*

Email/URL to sign up for **mailing list**: <http://volunteerparktrust.us5.list-manage1.com/subscribe?u=1e7b3026480ce93ffe2261c52&id=2d31197429>

Email/URL to sign up to **volunteer**: <http://volunteerparktrust.org/volunteer/>

Email/URL to contact **Project Lead**: info@volunteerpark.org

Please attach recent photos of your project and your logo (or a suitable thumbnail). These are necessary for creating your donation page, please see here for examples: seattleparksfoundation.org/partners/).



IV. Contacts

To help us communicate with the right person in your organization, please provide us with the NAME, EMAIL, and PHONE NUMBER for each of the following contacts. We require that you provide complete contact information for **Primary & Secondary Contacts who are the Authorizing Officials under the Fiscal Sponsorship Agreement**. They will be our main point of contact for your Account and communications we share with our Fiscal Sponsees. We are creating a "Community Partner Network" of Fiscal Sponsees who can learn from each other and work together. Please urge your members to "opt in to the Community Partner Network."

Primary Contact Title: Chair, Steering Committee

Brian Giddens	briangiddens@hotmail.com	206 598 7910
1504 East Prospect St., Seattle, WA 98112		
Included in Community Partner Network	Contact Preference: Phone <input type="checkbox"/> Email <input checked="" type="checkbox"/>	

Secondary Contact Title: Treasurer

Brad Shutzberg	Brad/vpt@gmail.com	415-335-3170
205 20th Ave E Seattle, WA 98112		
Included in Community Partner Network	Contact Preference: Phone <input type="checkbox"/> Email <input checked="" type="checkbox"/>	

Chair, Development Committee; Vice Chair Steering Committee

Ellen Look	lookellen60@gmail.com	206 453 4201
Opt in to Community Partner Network? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Contact Preference: Phone <input type="checkbox"/> Email <input checked="" type="checkbox"/>	

Database Manager

Tom Brown	Tbrown1200@comcast.net	303-601-2841
Opt in to Community Partner Network? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Contact Preference: Phone <input type="checkbox"/> Email <input checked="" type="checkbox"/>	

Marketing & Communications Manager

Ian Forrest	ianforrest@gmail.com	503-889-6892
Opt in to Community Partner Network? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Contact Preference: Phone <input type="checkbox"/> Email <input checked="" type="checkbox"/>	

Finance -

Brad Shutzberg	brad.vpt@gmail.com	415-335-3170
Opt in to Community Partner Network? Yes <input type="checkbox"/> No <input type="checkbox"/>	Contact Preference: Phone <input type="checkbox"/> Email <input checked="" type="checkbox"/>	

Other: Administrative Services Manager

Jeff Crandall	jeff@volunteerparktrust.org	206 353 9148
Opt in to Community Partner Network? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Contact Preference: Phone <input type="checkbox"/> Email <input checked="" type="checkbox"/>	

V. Services

Basic Fiscal Sponsorship. To help you fulfill your mission and support your success, we offer services under basic fiscal sponsorship that go beyond administration, finance, and legal services. We list all of our services under Basic Fiscal Sponsorship immediately below:

Fiscal Support

- 501(c)(3) tax-exempt status for grant eligibility under the Seattle Parks Foundation
- By request, liability insurance certificate up to \$1 million per occurrence and \$2 million in aggregate

Financial Administration

- Management of a designated fund for the sponsored partner
- Donation deposits and check disbursements
- Revenue and expense tracking and at least quarterly financial statements

Donor & Fundraising Services

- Online donation page on Seattle Parks Foundation's website and toolkits for special fundraising initiatives (such as GiveBIG and Giving Tuesday)
- Stewarding donor relationships and donor engagement through gratitude events and gratitude calls
- Donor data management
- Professional donor acknowledgement and tax receipts (donor data available upon request)
- Fundraising guidance, including notification of funding opportunities and help with developing public and philanthropic fundraising strategies
- Enrollment in corporate giving and volunteer matching portals
- Access to Seattle Parks Foundation fundraising contractor recommendations

Social Media and Networking

- A partner web page on www.seattleparksfoundation.org
- When possible, inclusion of partner events and news on our events calendar and social media
- Access to a network of our Fiscal Sponsees leading the way on community-driven open space projects
- Invitation to annual partner gratitude and networking events

Additional Services. Some of our Fiscal Sponsees have big projects that need a little more attention. To the extent that we can help, we offer additional services that can help you achieve your goals. These take significant time and we often have to look to contractors to do the extra work. We offer these on a case by case basis, depending on need and how the project advances our goals for equity. Please check any boxes for services you think you will need to accomplish your project, and we will contact you to discuss what we can do. The version of this document, signed by both the Fiscal Sponsee and Seattle Parks Foundation, will reflect the additional services to which we have agreed.

- ☐ Assistance in navigating public agencies (e.g., Dept of Neighborhoods) and other stakeholders
- ☐ Assistance with project planning and budgeting

- ☐ Capital Campaigns
- ☐ Capital Campaign Feasibility Studies
- ☐ Fundraising plan development
- ☐ Grant writing
- ☐ Cases for Support

VI. Signatures

By signing this Project Addendum, Seattle Parks Foundation agrees to provide the Fiscal Sponsee with *Basic Fiscal Sponsorship Services* in Section V.A and the *Additional Services* selected in Section V.B.

By signing this Project Addendum, the Fiscal Sponsee agrees to the terms of the Fiscal Sponsorship Agreement to which this Project Addendum is attached and affirms that the information provided in this document is complete and honest.

Fiscal Sponsee Authorized Official 1:



Authorized signer

BRIAN BIDOEN

Name (printed)

1504 E. PROSPECT ST
SEATTLE, WA 98112

Address

brian@bidoen.com

Email

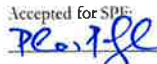
206 324-2882

Phone

1/9/18

Date

Accepted for SDF:



Authorized signer

Paulo Palugod

Name (printed)

105 S. Main St. #235
Seattle, WA 98104

Address

paulo@seattleparksfoundation.org

Email

(206) 332-9900 x 15

Phone

1/31/18

Date

Fiscal Sponsee Authorized Official 2:



Authorized signer

Brad A. Shuteburg

Name (printed)

205 20th Ave E
Seattle, WA 98112

Address

brad.vpt
@gmail.com

Email

415 335 3170

Phone

01.18.18

Date