



**AUSTIN  
PARKS  
FOUNDATION**

## **Frequently Asked Questions Funds Management Program**

### **Q: What services does Austin Parks Foundation (APF) provide to members of the program?**

**A:** Through this program, groups interested in improving a park, but not currently registered as a non-profit, can join in a contractual agreement to make Austin Parks Foundation their fiscal sponsor. Through this agreement, Austin Parks Foundation becomes a “charitable umbrella” for Adopt-a-Park groups. Acting as the registered 501(c)(3) nonprofit, Austin Parks Foundation administers charitable funds and assists the client in raising funds through individual donations to support their park improvement efforts. We:

- Provide a month end report including all transactions and names of all your donors;
- Complete IRS reporting on your behalf, including 990 tax returns and 1099 filing for independent contractors, as well as provide our W9 form upon request;
- Provide you with the use of APF’s non-profit status when making purchases so that sales tax does not have to be paid, allowing your money go farther;
- In special cases, provide you with the use of APF’s non-profit status so that you can apply for grants from foundations;
- Manage your online donations through APF’s web site; and
- Write and send out thank you notes on your organization’s behalf for all donations.

### **Q: Is there a fee for these services?**

**A:** Yes, there is a \$50 maintenance fee per year assessed in January, a 2% administrative fee assessed on each donation, and a 4% fee assessed on all credit card donations to cover our credit card processing costs.

### **Q: Is there a cap on the amount of funds that go toward administrative expenses?**

**A:** Yes, checks over \$5,000 are limited to a \$100 fee. For example, if you receive a grant for \$30,000, instead of \$600 going toward management of the account it would only be \$100.

### **Q: Why does APF charge for these services?**

**A:** While some sponsored fund accounts are more active than others, all require a significant degree of staff time and management. In order to facilitate the program effectively and equitably, the APF Board of Directors felt that a reasonable fee structure would help defray

our costs and ensure that we could continue to offer these in-demand services long into the future.

**Q: What happens if I receive an external grant?**

**A:** Grant applications should be written with the fee structure in mind. Since grant funds need to be managed the same as any other donation received, they are not excluded from the fee structure.

**Q: How do I access my funds?**

**A:** Funds are disbursed from a sponsored fund account on a reimbursement basis. Using our online check request form, you must submit either an invoice or receipt, after which we will send a check to either the contractor or the purchaser. Checks are generally cut on Wednesday of each week.

**Q: Are there any restrictions in how I use my funds?**

**A:** Yes; the purpose of these accounts is to put funds back into the parks, and APF managed funds are therefore restricted to transactions related to physical park improvements and park activation programming.

**Q: Is there anything else I should know before using my funds for a park project?**

**A:** As the entity that owns and manages City parkland, any and all improvement projects must have written approval from the City of Austin Parks and Recreation Department before work commences.