



## **AFFILIATE POLICY MANUAL**

*Revised February 2016*

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## 1) **IAM CHARITABLE PURPOSE**

Independent Arts & Media (“IAM,” a tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code) offers fiscal sponsorship to projects and producers which advance IAM’s charitable purpose: to raise the educational and social levels of the residents of the San Francisco Bay Area and surrounding regional and national communities, through the development of non-commercial, educational and cultural media, news and arts projects for the benefit of the general public.

## 2) **PROGRAM OVERVIEW**

- IAM provides an appropriate level of oversight of projects and may accept tax-deductible donations on behalf of the projects that it accepts for fiscally sponsorship (“Affiliates”).
- Affiliates have certain responsibilities and obligations that must be satisfied in order to maintain their fiscal sponsorship and thereby receive tax-deductible donations from individuals and businesses, and grants from foundations and government.
- For each Affiliate, IAM establishes a restricted fund to receive and manage gifts received on behalf of the Affiliate, and from which IAM at its discretion may use to support the Affiliate, subject to the fiscal sponsorship agreement.
- Each Affiliate is responsible for maintaining a record of all gifts delivered to IAM on its behalf as well as all regrants paid by IAM to the Affiliate. While IAM also tracks this information, keeping your own records is essential to future planning and responsible spending.
- Affiliates also may have access to other services and resources, as detailed in this Manual, normally available only to 501(c)(3) exempt organizations.

IAM offers two types of sponsorship, Model C and Model A, as described in *Fiscal Sponsorship: Six Ways to Do It Right* (by Gregory L. Colvin, Study Center Press, 2005):

- In **Model C** (Section 4, below), the “Preapproved Grant” relationship, the Affiliate is a grantee of IAM and has a legal, tax and accounting identity separate from IAM.
- In **Model A** (Section 5, below), the “Direct Project” relationship, the Affiliate (but not the Advisory Committee that signs the fiscal sponsorship agreement) and IAM are legally considered one and the same and the Affiliate is an integral part of IAM.

### 3) ELIGIBILITY FOR FISCAL SPONSORSHIP

- Affiliate uses media, journalism, arts and/or culture to build community participation and engagement; empowers and sustains independent production; or otherwise pursues activities that advance IAM’s mission and charitable purpose.
- Affiliate serves low-income, neglected, overlooked and/or otherwise underserved communities and populations of all sorts, scopes and scales.
- Affiliate is based in the United States or has a U.S.-based manager of national, regional or local programming.
- Affiliate does not lobby for or against legislation and does not participate, directly or indirectly, in a campaign for or against a candidate for public office.

### 4) MODEL C: OVERVIEW & ADMINISTRATIVE FEE

IAM’s primary service is the “Preapproved Grant” relationship (Model C). In a Model C relationship:

- IAM and the Model C Affiliate are separate legal, tax, and accounting entities.
- IAM controls the financial administration of an established restricted fund, and makes grants from the fund at its discretion to support the Model C Affiliate. As a grantee, the Model C Affiliate must use these funds solely for the intended project’s purpose and repay to IAM any portion of funds that are not spent.
- IAM shall deduct an administrative fee of **ten percent (10%)**<sup>1</sup> of (1) all charitable contributions received on behalf of the Model C Affiliate from the restricted fund, and (2) the value of certain noncash items granted to the Model C Affiliate, as determined by IAM at its sole discretion, for the costs incurred as a fiscal sponsor, including costs related to accounting, providing donation acknowledgment, administering fund disbursement, ensuring legal compliance and administering the restricted fund. The administrative fee shall be collected upon receipt of such funds by IAM.
- For all *new Model C Affiliates as of January 1, 2016*, all Model C Affiliates will be expected to contribute a minimum \$1,500 administrative fee annually. If an Affiliate does not raise sufficient funds to satisfy this minimum fee requirement, IAM will prioritize working with the Affiliate to improve their fundraising strategies. IAM reserves the right to discontinue sponsorship pending review of the Affiliate’s future planning.

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<sup>1</sup> **Effective April 1, 2016:** Model C Affiliates accepted by IAM prior to January 1, 2016, will be subject to an eight percent (8%) fiscal sponsorship fee.

- IAM does not receive income earned by the Model C Affiliate, and is not responsible for tax reporting on income earned by the Model C Affiliate.
- IAM is not responsible for Model C Affiliate programming and operations. These operations, as well as incurred liabilities to third parties, are the ultimate responsibility of the Model C Affiliate.
- No one in a Model C project is considered an employee or independent contractor of IAM.
- Generally, IAM does not pay the Model C Affiliate's vendors or contractors and all reimbursed funds are paid directly to the Model C Affiliate.
- IAM will provide IRS Form 1099s only to Model C Affiliates who have been directly regranted funding to the extent required by law.
- All other authority, intellectual property and responsibility related to the Model C Affiliate's project rests with the Affiliate – including the delivery of grant reports to its third party funders and to IAM.
- Model C Affiliate is responsible for filing with IAM semi-annual reports on June 21 and December 21 regarding the status of the Affiliate's project, and for providing IAM with archival materials reflecting the project's most recent activities.

## **5) MODEL A: OVERVIEW & ADMINISTRATIVE FEE**

In limited circumstances, IAM may enter into a comprehensive "Direct Project" relationship (Model A), in which it takes on all oversight, administrative and financial duties related to the Affiliate's project, and provide other corporate services if appropriate. While the Model A structure is preferred by Affiliates seeking to focus solely on programming, this relationship comes with significantly greater obligations for both the Affiliate and IAM (see Section 7, below, for details). In a Model A relationship:

- The Model A Affiliate (but not the Advisory Committee that signs the fiscal sponsorship agreement) and IAM are legally considered one and the same. The Affiliate is an integral part of IAM and is implemented by IAM employees, contractors, and volunteers.
- Each Model A Affiliate must appoint an Advisory Committee that is self-governing and its members are delegated, as volunteers of IAM, with the tasks of selecting and managing the Project Director and ensuring compliance with applicable laws, subject to the oversight and discretion of IAM.
- Charitable donations are made to IAM for the benefit of the Model A Affiliate. IAM assumes total legal and financial liability for acts of the Model A Affiliate.

- IAM receives and processes all of the Model A Affiliate’s earned income. IAM directly pays the Model A Affiliate’s contractors and vendors.
- Model A may only have employees or independent contractors to the extent preapproved by IAM. If IAM approves the hiring of employees and/or independent contractors, IAM will directly pay the Model A Affiliate’s employees and independent contractors and manage all employee payroll and health plan services.
- IAM shall deduct an administrative fee of **twelve percent (12%)<sup>2</sup>** of (1) all funds received on behalf of the Model A Affiliate from the restricted fund, and (2) the value of certain noncash items granted to Affiliate, as determined by IAM at its sole discretion, for the costs incurred as a fiscal sponsor, including costs related to accounting, providing donation acknowledgment, administering fund disbursement, exercising program oversight, ensuring legal compliance and administering the restricted fund. The administrative fee shall be collected upon receipt of such funds by IAM.
- ***Effective January 1, 2016, all Model A Affiliates will be subject to a \$250 insurance fee annually.*** This fee will only be collected from Model A Affiliates who do not raise more than \$4,000 annually. IAM reserves the right to apply a higher fee based on the risk assessment of IAM’s insurance underwriter. Model A Affiliates may choose to opt-out of IAM’s insurance coverage, thus avoiding the potential fee. Affiliates must notify IAM of their election to opt-out by no later than **July 1<sup>st</sup>** of each calendar year.
- IAM files all government tax forms required of the Model A Affiliate (e.g., 1040, 1099, 990, payroll tax returns).
- IAM supervises (via the Project Director) all programmatic operations of the Model A Affiliate, including: community programs, public information work, fundraising events, processing and acknowledgment of cash and non-cash revenue items, accounts payable and receivable, negotiation of leases and contracts, disbursement of project funds (including grants) from an established restricted fund, and other activities conducted by the project.
- The Model A Affiliate is responsible for filing with IAM semi-annual reports on June 21 and December 21 regarding the status of the Affiliate’s project, and for providing IAM with archival materials reflecting the project’s most recent activities.

## **6) IAM FISCAL SPONSORSHIP SERVICES & RESOURCES**

In addition to the specifics listed above, as part of IAM’s fiscal sponsorship program, Affiliates receive the following core services:

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<sup>2</sup> ***Effective April 1, 2016:*** Model A Affiliates accepted by IAM prior to January 1, 2016, will be subject to a ten percent (10%) fiscal sponsorship fee.

- IRS mandated donor-acknowledgment letters for donations to IAM
- The ability to receive in kind donations, stock donations, and corporate matching grants
- Customized monthly funding reports
- Support with grant applications, administration and reporting
- Access to exhibition and meeting space at the [Pacific Felt Factory](#) in San Francisco
- Discounts on services and professional workshops through providers such as:
  - [TechSoup](#) (discounted technology and software)
  - [California Lawyers for the Arts](#) (legal referrals and workshops)

The following services may also be available on a case-by-case basis:

- Promotional and fundraising support
- Support for Affiliate-hosted events, including access to PayPal credit card readers and special event alcohol permits (see Section 9, below)
- Referrals for legal, accounting, insurance, and other professional services
- Bill pay services – generally, IAM does not pay its Model C Affiliates' vendors or contractors and all reimbursed funds are paid directly to the Affiliate; however, for an increased administrative fee of 11%, IAM may offer bill pay services to a Model C Affiliate, including direct payment of vendors and independent contractors

Model A services and resources also include:

- Coverage under IAM insurance (including General Liability and Errors & Omission)
- Direct payment of all vendors and contractors, including providing IRS Form 1099s to the extent required by law
- Filing of all government tax forms
- Payroll and health plans for employees to the extent employees are preapproved by IAM

## 7) **AFFILIATE RESPONSIBILITIES & EXPECTATIONS**

Fiscal sponsorship comes with Affiliate responsibilities that if neglected can have serious consequences, including termination of sponsorship, punitive actions by governmental agencies such as the IRS, and liability arising from insurance and legal claims.

Affiliates' responsibilities include:

- **Pay IAM administrative fee** on revenues and noncash gifts received by IAM as a fiscal sponsor, in the amount of 10% for Model C Affiliates or 12% for Model A Affiliates.<sup>3</sup>
- **Pay any bank, credit card or other fees** (PayPal fees, bounced-check fees, etc.).

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<sup>3</sup> However, for Affiliates accepted by IAM prior to January 1, 2016, the administrative fee shall be 8% for all Model C Affiliates and 10% for all Model A Affiliates (*effective April 1, 2016*).

- **Emergency Rush Fee:** Emergency requests requiring less than 48 hours response from IAM will be subject to a \$100 rush fee.
- **Keep accurate records of all gifted and regranted funds.** While IAM will provide each Affiliate with a monthly accounting of its restricted fund, each Affiliate must maintain its own books to independently account for all gifted and regranted funds.
- **Keep accurate records of all project expenditures.** Treat all regranted funds as restricted funds usable only for the purposes of the fiscally sponsored project, and maintain substantiation of its expenditures of all regranted funds.
- **Comply with all third party grant conditions.** For grants from third party funders such as foundations and city agencies, be sure to only use grant funds as permitted under the conditions of that grant. If you have questions about the conditions of a particular grant, IAM will work with you to figure these out.
- **Remain in control of third party fundraising activities.** No third party may engage in any fundraising activities on behalf of an Affiliate unless the Affiliate can demonstrate in advance to IAM’s satisfaction that these activities are conducted within the restrictions of the law and of the Affiliate’s fiscal sponsorship agreement. Funding received that does not meet these requirements may be returned, and the Affiliate may be subject to termination of sponsorship.
- **File semi-annual reports with IAM** on June 21 and December 21 or the nearest weekday.
  - For Model C, reporting and record-keeping specifics are outlined in Paragraph 9 of the fiscal sponsorship agreement.
  - For Model A, the Project Director, in coordination with the Advisory Committee and IAM, will report on programmatic, fiscal and strategic activities, successes and changes.
  - Online report templates and submission forms are available on IAM’s Secure Affiliate Webpage (see “Contacts,” below).
- **Provide budget projections, project plans and activity schedules.** As part of the semi-annual reports due to IAM on June 21 and December 21, all Affiliates must submit the following, and must alert IAM promptly in writing of any changes thereafter:
  - Projected income and expenses for the upcoming year.
  - A general outline of project plans for the upcoming year.
  - Any scheduled activities planned for the year, including all events, fundraising campaigns, and anticipated grant applications.
- **Affiliates with employees (Model A only)** must maintain enough funds to cover payroll at all times. Failure to do so could result in employee layoffs.

- **Affiliates agree to meet the following obligations** and acknowledge that failure to do so could jeopardize their fiscal sponsorship relationship:
  - Maintain and advance their project’s tax-exempt purpose
  - Respond to IAM requests in a timely manner
  - Adhere to IAM policies described in this Manual and fiscal sponsorship agreement
  - Acknowledge IAM sponsorship with logo and URL on project materials (available on Secure Affiliate Webpage).
  - Alert IAM promptly of potential risks (e.g., a pending event planning alcohol sales, an upcoming protest event, pending layoffs, etc.)
  - Alert IAM immediately of accidents or incidents in connection with the project
  - Submit third party grant reports in keeping with funder deadlines
  - Provide IAM with all communications with funders (proposals, etc.)
  - Review monthly financial statements in a timely manner
  - Pay expenses, including reimbursements, in a timely manner
  - Raise all donated funding solely with and through IAM, and forward any donations received by the Affiliate to IAM for deposit in a timely manner
  - Notify IAM of all in kind donations made directly to the Affiliate with the expectation of receiving a tax deduction from the Affiliate
  - Abide by IAM policies regarding non-discrimination, privacy, transparency and document retention
  - Attend an in-person exit interview if Affiliate leaves IAM
  - Maintain project records for four years after termination
- **In addition, Model A Affiliates agree to meet the following obligations:**
  - Sustain an Advisory Committee of at least three people
  - Inform IAM promptly of changes in contact information for Advisory Committee and Project Director or equivalent
  - Submit all contracts and agreements to IAM for review and approval
  - Pay the \$250 insurance fee for Model A Affiliates who do not raise more than \$4,000 annually

**Affiliate Termination:** To remedy serious or ongoing failures to meet these obligations, IAM will undertake the following procedures prior to termination:

1. Email alerting Affiliate to the breach and requiring a remedy by a specified date.

2. Second email and/or phone call reminding Affiliate of the breach, requiring a remedy by the date specified by IAM in Step 1, and alerting Affiliate of possible sponsorship termination.
3. Should Affiliate fail to remedy the breach by the deadline specified by IAM in Step 1, IAM shall provide 15 days prior written notice to the Affiliate of IAM's intent to terminate the fiscal sponsorship relationship in accordance with the Affiliate's sponsorship agreement and Article 6, Section 6 of the IAM Bylaws.
4. The Affiliate will be given an opportunity to be heard, either orally or in writing, at least five days before the effective date of the proposed termination in accordance with Article 6, Section 6 of the IAM Bylaws.

## **8) YOUR TAX AND IRS RESPONSIBILITIES**

Income received through IAM's fiscal sponsorship program may be taxable by the IRS. IAM is responsible for reporting all funds held in the Affiliates' restricted funds.

For Model A Affiliates, IAM is responsible for filing all government tax forms required of the Model A Affiliates (e.g., 1040, 1099, 990, payroll tax returns).

For Model C Affiliates, each Affiliate is responsible for reporting all earned income directly to the IRS. IAM will also provide IRS Form 1099s to tax ID holders that have been directly regranted funding as Model C Affiliates to the extent required by law.

IAM is forbidden by federal law from providing individualized tax or legal advice to Affiliates and their donors. Please consult your own professional tax adviser or attorney for more details. IAM will provide referrals upon request.

## **9) PERMITS: ALCOHOL, EVENTS, AMPLIFIED SOUND, MUNICIPAL FACILITIES, ETC.**

IAM must be informed seven weeks in advance by an Affiliate of any planned events or activities that may require permits from municipal or state agencies, as well as additional insurance or other precautionary measures, such as retaining security guards. IAM will determine whether to assist the Affiliate in securing permits on a case-by-case basis but does not guarantee that such permits can be secured. The Affiliate is responsible for all applicable fees.

Such permits may include nonprofit special event alcohol permits. Prior to requesting a special event alcohol permit from IAM, be sure to review IAM's Alcohol Management Policy available on the Secure Affiliate Webpage.

## 10) INSURANCE

**Model A Affiliates** are covered by IAM's insurance, including General Liability and Errors & Omissions coverage. To ensure that the project is properly covered, all Model A Affiliates must provide IAM with the completed **Insurance Supplement Form** and any other information required by IAM's insurance provider.

**Effective January 1, 2016, all Model A Affiliates will be subject to a \$250 insurance fee annually.** This fee will only be collected from Model A Affiliates who do not raise more than \$4,000 annually. IAM reserves the right to apply a higher fee based on the risk assessment of IAM's insurance underwriter. Model A Affiliates may choose to opt-out of IAM's insurance coverage, thus avoiding the potential fee. Affiliates must notify IAM of their election to opt-out by no later than **July 1<sup>st</sup>** of each calendar year.

For **Model C Affiliates** only, IAM may at its discretion require additional insurance to be held by the Affiliate. IAM will refer Affiliate to insurance vendors in this instance.

## 11) CONTACTS & SERVICE REQUESTS

Please use the **Secure Affiliate Webpage** for all funding and service requests.

<http://www.artsandmedia.net/secure-affiliate-page/>

*\*\* Please email IAM if you need the password*

**Email:**            [admin@artsandmedia.net](mailto:admin@artsandmedia.net)

**Telephone:**        (415) 738-4975

**IAM's Office Address:**  
Pacific Felt Factory  
2830 20<sup>th</sup> Street, Suite 102  
San Francisco, CA 94110

**USPS Mailing Address (pickup once weekly):**  
Independent Arts & Media  
P.O. Box 420442  
San Francisco, CA 94142

Please remember that IAM's staff is only part-time and our ability to respond to urgent requests may be limited.



## **Affiliate Policy Manual**

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### **Appendix: Fiscal Sponsorship Procedures**



## **Summary of IAM Deadlines & Turnaround Time**

This document is intended to provide IAM Affiliates with a general overview of how long it may take IAM to respond to certain types of requests, including how long it will take to process donations received by check, PayPal and crowdfunding campaigns. If there is an emergency and you need a response sooner, please contact IAM directly to see if an accommodation can be made. ***\*\* Emergency requests requiring less than 48 hours response from IAM will be subject to a \$100 rush fee.***

### **Email Requests**

- Email requests will be responded to within 2 business days of receipt. Depending on the nature of your request, it may take longer for the request itself to be completed.
- Emails received after 6:00 p.m. or on a holiday will be considered received on the next business day.

### **Grant Application Requests**

- Requests for information, documents or signatures in support of grant applications must be received at least 1 week prior to the application deadline. Please remember that several important documents you may need for grant applications are available for download from IAM's Secure Affiliate Website.
- The completed grant application (or near final application) must be provided to IAM for review at least 3 business days before the deadline.

### **Regrant Requests**

- Regranted funds are dispersed on the 10<sup>th</sup> and 25<sup>th</sup> of each month (or the nearest business day thereafter).
- Generally, funds received on behalf of your project will be available for regrant on the 10<sup>th</sup> of the next month. For example, any check received and deposited in April will be available for regrant by the May 10<sup>th</sup> payout date.
- All regrant requests must be submitted through the online Regrant Form and received no later than 3 business days prior to the 10<sup>th</sup> and 25<sup>th</sup> of each month.

### **Monthly Financial Reports & Account Balances**

- Monthly financial reports will be sent by email no later than 7 business days after the last day of the month. This report will detail the prior month's activity and your final account balance at the end of the prior month.

### Donations – By Check

- Donations received by check will be available for regrant on the 10<sup>th</sup> of the next month. For example, any check received in April will be available for regrant by the May 10<sup>th</sup> payout date.
- Please review the *Procedure for Check Donations* if you are delivering to IAM a batch of more than 5 checks.
- Checks must be payable to “Independent Arts & Media” with the name of your project in the check memo. Checks made out to you or your project will be returned to you (not the donor). Your donors are welcome to mail donation checks directly to the IAM P.O. Box.

### Donations – By PayPal Online

- Donations received online through PayPal will be available for regrant on the 10<sup>th</sup> of the next month. For example, all online donations received in April will be available for regrant by the May 15<sup>th</sup> payout date.
- Requests to modify your PayPal donation button may take up to 3 business days to complete.

### Donations – By PayPal Readers

- Donations received through a PayPal Reader will be available for regrant on the 10<sup>th</sup> of the next month after the Affiliate has provided IAM with the completed *PayPal Reader Donation Form*, available on the Secure Affiliate Website.
- At least 5 business days before any event you plan to use a PayPal Reader, you must notify IAM of the date and time of this event.
- To the extent available, PayPal Readers will be mailed to you within 5 business days of requesting the Reader.

### Donations – By Crowdfunding Campaigns

- Donations received through a crowdfunding campaign will be available for regrant within 30 days after providing IAM with the completed “*List of Perks*” *Spreadsheet*, available on the Secure Affiliate Website.

\*\* Please note that donations received through PayPal Readers and crowdfunding campaigns will *not* be regranted until *after* IAM has received the completed donation tracking form. It is your responsibility to ensure that this donor information is accurate and complete, not IAM’s.



## Donation & Regrant Procedures

### **Money In! (aka Donations & Deposits)**

- **Cash Donations** are received electronically via PayPal (or other approved online payment system), or by check or money order mailed to the IAM P.O. Box (pickup is generally once per week).
- **Checks** must be payable to “Independent Arts & Media” with the name of the project in the check memo. *Checks made out to the Affiliate will be returned.*
- When delivering five or more checks, please review the *Procedure for Donations by Check* in this Manual’s Appendix. Checks are photocopied, deposited in our Chase account, and securely stored electronically by IAM along with other relevant deposit records.
- **Corporate Matching Donations:** Some companies – such as Google, Apple and Microsoft – use services such as Benevity to process matching donations on behalf of their employees. When the employee selects IAM as the nonprofit recipient of a matching donation, they will also be asked to select an Affiliate as the recipient. Please remind your donors to identify your project as the intended recipient.
- IAM will notify Affiliates by email when PayPal donations, corporate matching donations, and third party grant/donation checks are received. If the Affiliate knows a check or corporate matching donation is being sent directly to IAM, please notify IAM at [admin@artsandmedia.net](mailto:admin@artsandmedia.net) to ensure fast and efficient processing.
- Before receiving **Stock Donations**, IAM will open a brokerage account for managing the donated stock on behalf of the Affiliate. The Affiliate is responsible for a **\$100 fee** for opening this brokerage account. Upon receipt of the stock, IAM will immediately convert the stock to cash unless the IAM Board of Directors specially approves a request to keep the donation in stock form. Under these circumstances, the Affiliate will be responsible for a \$25/month fee for maintaining the stock brokerage account. IAM is not responsible for any changes in value of stock held on behalf of its Affiliates.
- **In Kind Donations** in the form of tangible items (such as auction gifts, food and beverages for special events) should be delivered directly to the Affiliate. Using the *In Kind Donations Spreadsheet* available on the Secure Affiliate Website, the Affiliate must provide IAM with the donor’s contact information, a detailed description of the donation and a monetary valuation of the tangible item so that IAM may prepare the donor acknowledgment letter. At this time, IAM does not accept vehicle donations. At its sole discretion, IAM may charge an administrative fee for in kind donations.

- **IAM Administrative Fee:** IAM deducts an administrative fee of 10% for all Model C Affiliates or 12% for all Model A Affiliates,<sup>1</sup> as well as any bank or institutional fees (such as those imposed by PayPal or for bounced checks, etc.), from all funds received on behalf of the fiscally sponsored projects. Model C Affiliates utilizing IAM's additional Bill Pay services will be subject to an 11% administrative fee.
- **Donor Acknowledgment Letters:** IAM is responsible for providing donor acknowledgement letters for all gifts received, and will do so either by a letter mailed to the donor via USPS prior to the annual tax-filing deadline, or by email to the donor on a quarterly basis.
- **Monthly Financial Reports:** Affiliates will receive by email monthly financial reports detailing all activity and current balances in their restricted fund for months when activity occurred. It is the Affiliate's responsibility to review these reports monthly and to immediately contact IAM with any comments or revisions.

### **Money Out! (aka Regrant Procedures)**

- All requests for monies from an Affiliate's restricted fund must be submitted online using the online **Regrant Request Form via the Secure Affiliate Website**.

<http://www.artsandmedia.net/secure-affiliate-page/online-forms/>

*\*\* Please email IAM if you need the password*

- **Model A Affiliates:** Every funding request by a Model A Affiliate must be accompanied by a receipt or invoice to document the expense. The Affiliate is also responsible for providing a completed IRS Form W9 for all vendors prior to payment by IAM. Form W9s are not required for payees with only reimbursable expenses or companies that are incorporated.
- **Model C Affiliates:** When submitting the Regrant Request Form, please include a short description of how the funds will be spent on your project. You are not required to provide copies of receipts or invoices.

*\*\* If you are a Model C Affiliate utilizing IAM's Bill Pay services, the funding request must be accompanied by a receipt or invoice to document each expense. Model C Affiliates are not required to provide IAM with an IRS Form W9 for each payee – however, the Affiliate may need to maintain all payee W9s for their own recordkeeping and tax purposes. Please contact your own accounting or tax professional for specific advice on tax reporting.*

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<sup>1</sup> **Effective April 1, 2016:** For Affiliates accepted by IAM prior to January 1, 2016, the administrative fee shall be 8% for all Model C Affiliates and 10% for all Model A Affiliates.

- Upon receipt of the Regrant Request Form, IAM will forward the Affiliate an electronic copy for your own records.
- If the regrant request is approved, regrants are disbursed on the 10<sup>th</sup> and 25<sup>th</sup> of each month, or the nearest business day after. **In order for regrants to be disbursed by the 10<sup>th</sup> or 25<sup>th</sup> of the month, all regrant requests must be submitted 3 business days in advance.**
- We cannot guarantee the timely disbursement of late regrant requests. Please remember that IAM staff is only part-time and our ability to respond to urgent requests may be limited.
- Regrants are generally paid by paper check or electronically by “Chase QuickPay.” There is no cost to the Affiliate or IAM for processing regrants via QuickPay. When you request payment by QuickPay, you or your payee will receive an email from Chase requesting that you register with Chase Online so that we can transfer funds to the Affiliate’s or vendor payee’s bank account. You are **not** required to open a Chase bank account or credit card to utilize Chase QuickPay.
- If the amount of an Affiliate’s regrant request causes IAM to exceed the Chase QuickPay transfer limits, IAM may, at its discretion, issue the payment by check or delay payment to avoid exceeding the Chase transfer limits. IAM will contact the Affiliate directly if a regrant request may impact the transfer limits.

### **Chase Quick Pay Transfer Limits**

The following are IAM’s transfer limits:

- Transfers from IAM’s business Chase checking account – Up to \$5,000 per transaction with a maximum of \$5,000 per day and \$40,000 per month.
- Payments issued as Chase Online invoice payments – Up to \$10,000 per transaction with a maximum of \$10,000 per day and \$40,000 per month.



## Procedure for Donations by Checks

This procedure is designed to ensure that all donations made by check and submitted by the Affiliate to IAM either by mail or in person for *batches of greater than five (5) checks* are appropriately catalogued prior to mailing. The Affiliate is responsible for providing the following information for each check donation.

For each delivery of 5 or more checks, please provide all information using the **Check Deposit Spreadsheet** available on the Secure Affiliate Website.

1. Affiliate Name
2. Date Checks Submitted
3. Affiliate Contact Person's Name
4. Affiliate Contact Person's Email
5. Donation Information (*see yellow highlighted section of spreadsheet*):

Date Check was written

Amount of Deposit – Amount of Check

Check Number

First Name of Donor

Last Name of Donor

Company of Donor – If applicable

Address of Donor

Donor Email Address – if available

Donor Phone Number – if available

Please note that address, email and telephone information for the donor may be left out if the donor is a repeat donor and IAM has received this donor's information previously.

**The completed "Check Deposit Spreadsheet" should be emailed to IAM at [admin@artsandmedia.net](mailto:admin@artsandmedia.net) before mailing checks to the IAM P.O. Box.**



## **Crowdfunding as an IAM Affiliate**

By crowdfunding via IAM's fiscal sponsorship service, your crowdfunding donors can receive tax deductions for their gifts to your work. The usual IAM fiscal administration fee will apply, plus any additional partner fees. All funds received through these services will be processed and acknowledged exactly the same way as your non-crowdfunded donations.

**Two weeks before launching any crowdfunding campaign** you must provide IAM with the following information so we can assist you in administering your campaign:

- (1) Start and end date of your campaign; and
- (2) List of all perks in your campaign donation scale and their fair market cash value.

**When your campaign is complete**, you must provide IAM with the completed ***Crowdfunding Donor Template*** spreadsheet – which is available on the IAM Secure Affiliate Website – to provide IAM with the name, perk and total donation of each crowdfunding donor. With this information, IAM will then process your campaign funds and distribute the donor confirmation letters.

Funds from the campaign will be available for regrant within 30 days after receipt of the completed *Crowdfunding Donor Template* spreadsheet.

\*\* Please note that donations received through crowdfunding campaigns will ***not*** be regranted until ***after*** IAM has received the completed ***Crowdfunding Donor Template***. It is your responsibility to ensure that this donor information is accurate and complete, not IAM's.

## **INDIEGOGO**

IAM has entered into a partnership with IndieGoGo that provides our Affiliates with certain promotional benefits. However, this partnership is non-exclusive, meaning that you can work with any crowdfunder you want, such as Kickstarter.

**Two Types of Crowdfunding with IndieGoGo:** *Effective October 2015*, IndieGoGo now offers two types of crowdfunding platforms. Whichever platform you choose, your donors will still receive a tax deduction for their gifts to your work.

- (1) **“IndieGoGo” crowdfunding with a fixed 5% fee:** Crowdfunding with the traditional IndieGoGo platform is a fixed 5% fee. For processing payments via PayPal, you will also be responsible for all PayPal fees (which are discounted at 2.2% through IAM's nonprofit account). With this platform, you will also receive certain promotional benefits from IAM's partnership with IndieGoGo.
- (2) **“Generosity” crowdfunding with ZERO fee other than PayPal fees:** In October 2015, IndieGoGo launched its “Generosity” platform to provide a crowdfunding

mechanism with ZERO fees other than PayPal fees (which are discounted at 2.2% through IAM's nonprofit account). Here's the catch – Only one Affiliate may use Generosity as their crowdfunding platform at a time. If you would like to use Generosity as your platform, you must notify IAM as soon as possible so that we can work with you to create your campaign. IAM will give priority to the Affiliate that notifies us first.

**To create an IndieGoGo campaign as an IAM Affiliate**, use this [special URL link](#) to create a campaign that is automatically linked to IAM. This URL will *not* work to create a zero-fee Generosity campaign. If you have already started to create your IndieGoGo campaign without first linking it IAM, please contact IAM so we can notify IndieGoGo of your campaign.

**Once your campaign is ready to launch** – and is linked to IAM – IAM will receive an email from IndieGoGo asking us to review and launch your campaign. ***Only IAM can launch your campaign***, so please let us know exactly when you want your campaign to go live.

**Branded IndieGoGo Webpage & Promotions** – IAM has a dedicated [branded page on IndieGoGo](#) that can serve as a “marketplace” for your campaign.

The URL is: <http://www.indiegogo.com/partners/iaam>

Through our partnership, IndieGoGo will publicly “launch” your campaign – link to it on their home page, and promote us and your campaign through their website, newsletter, social media and promo mechanisms. Also, the more funds we collectively raise, the higher ranking we receive on the IndieGoGo Partner page. These promotional benefits do not apply to the zero-fee Generosity campaigns.

## **KICKSTARTER**

Crowdfunding with Kickstarter is a fixed 5% fee. For payment processing, Amazon Payments takes another 3-5%. If you want your Kickstarter funds to be tax-deductible for your donors, you must set up your campaign through IAM's Amazon Payments account **BEFORE you launch your campaign**. You must contact IAM *two weeks* in advance of any Kickstarter campaign so we can work with you to get this set up correctly.

For more resources and information about crowdfunding as an IAM affiliate, please visit the IAM Secure Affiliate Website: [Crowdfunding & IndieGoGo Resources](#)