



2019 Change Your Pace Challenge Rules and Policies for Participating Organizations



General Information

The Seeley Lake Community Foundation's Change Your Pace Challenge is a campaign for community-wide giving, celebrating the people and organizations that make our community great.

During this six-week fundraising period, the Change Your Pace Challenge motivates community members to give to their favorite participating local nonprofits, knowing the impact of their gift will grow thanks to the generous businesses and individuals that give to the Match Fund. All donations go through SLCF, allowing donors to support as many organizations as they wish, using one donation form.

2019 will be the 4th annual Change Your Pace Challenge. Each year, about 15-20 local organizations have raised money for important projects through CYP. Since 2016, over \$258,000 in support for Seeley Lake area organizations have come in through the annual Change Your Pace Challenge!

The Seeley Lake Community Foundation is a locally driven and locally supported 501c3 nonprofit that invests in the health and prosperity of the Seeley Lake community. A major function of SLCF is to help charitable groups in Seeley Lake fund projects to benefit the Seeley Lake community. In this capacity, SLCF strives to be a community resource and a catalyst for innovative approaches to improving the quality of life in Seeley Lake. We're excited to encourage community philanthropy and increase support for all the great work our local groups are doing!

Important dates for CYP 2019

- **2019 CYP applications (and 2018 CYP reports) are due April 30.**
- **EXTENSION UPDATE! CYP fundraising period is 9:00 AM Friday, June 14, 2019 until 5:00 PM Friday, July 26, 2019.**
- **The CYP check presentation ceremony will be Sunday, August 11, at the SLCF annual banquet.**

Eligibility

Eligible Organizations

- 501(c)(3) Public Nonprofit
- Government Entity
- Faith-Based Organization
- Service Club

Organizations not satisfying the foregoing requirements must be fiscally sponsored by another qualifying organization to participate in the Change Your Pace Challenge. Written approval from the sponsoring organization must be submitted with the application.

All organizations are to operate within the spirit of the Change Your Pace Challenge: to function ethically and honestly with mutual respect in order to promote community harmony.

Organizations that participated in CYP 2018 must submit the 2018 CYP Report to SLCF by April 30, 2019 in order to participate in CYP 2019.

All organizations participating in CYP 2019 must submit a CYP Report by April 2020 in order to be eligible for future SLCF programs.

Failure to follow the rules outlined in this document might disqualify an organization from participating in CYP 2019, affect future participation in the program, and/or result in the forfeiture of CYP Match Fund dollars.

Collection of donations

EXTENTION UPDATE! The CYP fundraising period is 9:00 AM Friday, June 14, 2019 until 5:00 PM Friday, July 26, 2019.

Donations and donor forms must be received in the Seeley Lake Community Foundation office or postmarked by July 26, 2019.

Donors should mail or deliver their contributions directly to SLCF, and each check must be accompanied by a properly filled out CYP 2019 Donor Brochure. Organizations must not collect contributions to be pooled and delivered/ mailed to SLCF.

Individuals can also donate to participating CYP organizations with a credit card through the SLCF website during the CYP fundraising period.

Please focus your Change Your Pace Challenge fundraising efforts on new fundraising, not reclassifying normal donations received by your organization.

Organizations may not send a box holder mailing, a postal patron mailing or solicit through the purchase of mailing lists. Organizations may only conduct targeted solicitations related to the Change Your Pace Challenge.

To establish a connection with the event, participating nonprofits are encouraged to use the Change Your Pace Challenge logo in their advertising during the giving period.

Organizations must not provide tax receipts for contributions made through CYP. As donations are made to the Seeley Lake Community Foundation, it is the legal responsibility of SLCF to provide tax receipts to donors. However, organizations are encouraged to acknowledge CYP contributions in other ways, as appropriate.

Use of funds

Faith-based organizations and service clubs may only use funds raised through CYP for non-religious charitable programming, such as public outreach in the form of emergency assistance, youth outreach, public health programs, or cultural programs.

All funds raised through CYP may only be used to benefit the Seeley Lake, Clearwater, upper Swan and central Big Blackfoot areas.

Funds may not be used for political activity, telephone solicitation or lobbying.

Non tax-deductible contributions may not be channeled through CYP. Memberships and sponsorship funds are not considered donations.

CYP funds must be used for the project described by the Use of Funds statement in the 2019 CYP Application.

Matching funds are restricted for current use and may not be endowed.

Matching funds cannot be subsequently granted to another participating organization.

Participation in CYP does not guarantee that an organization will receive funds from the event.

Match Fund

The Seeley Lake Community Foundation will solicit CYP Match Fund contributions, which help all participating organizations, from local and regional businesses and generous individuals. We ask that participating organizations NOT seek contributions from businesses for this funding cycle from June 14 to July 26, 2019. The spirit of CYP is to engage local, individual donors to give back to their community.

Nonprofits can raise as much money as they wish, of which the Change Your Pace Challenge Match Fund matches a percentage of the first \$5,000, to be determined after all contributions have been tallied. (Organizations still receive 100% of donor contributions in excess of \$5,000, but that money is not matched.)

After the donation period closes, SLCF will tally up each organization's donations and calculate the match percentage based on how big the CYP Match Fund grows.

To help offset the cost of organizing the Change Your Pace Challenge, this year SLCF will keep a 5% administration fee on funds raised for the 2019 CYP Match Fund.

Organizations receive 100% of the money donated on their behalf plus the match percentage.

Distribution of funds

SLCF will present checks for the final amounts raised at the Seeley Lake Community Foundation Annual Banquet on August 11, 2019 at the Double Arrow Lodge.

The Primary CYP Contact Person is responsible for arranging for a representative of the organization to be present to accept the final check.

All contributions received as part of the Change Your Pace Challenge are subject to the Seeley Lake Community Foundation's variance power.