



PO Box 126

Palm City, FL 34991

GENERAL INFORMATION

PURPOSE

The AAUW Florida Supporting Foundation is an approved 501(C)(3) tax-exempt corporation as provided by the Internal Revenue Service Code 501(c)(3) and the Florida Secretary of State. It is entirely separate from the AAUW Florida 501(C)(4) organization. The Foundation is registered with The Florida Department of State, Division of Corporations, the Florida Department of Agriculture and Consumer Services, Division of Consumer Services and is an AAUW affiliate Organization. Donations made to the Foundation will be tax deductible to the donor to the fullest extent of the law. This Foundation was established to receive tax-deductible corporate and individual donations for AAUW-FL *Supporting Foundation* approved projects within the state of Florida that further education and equity for all women and girls. The Supporting Foundation is not intended to compete with the existing AAUW Funds.

ELIGIBILITY TO USE THE SPECIAL PROJECTS FUND

AAUW Florida Branches may use the AAUW Florida Supporting Foundation for charitable and educational purposes in order to advance equity for women and girls by holding charitable events that serve the above purposes. Under no circumstances may branches use the Foundation's 501(C)(3) designation for projects that do not adhere to these guidelines **and have not received approval from the Foundation.**

ELIGIBLE PROJECTS AND PROGRAMS

The Supporting Foundation may be used only for *charitable* projects that promote education and equity for all women and girls and that support the AAUW mission. Specifically excluded are those projects that seek to influence legislation, support candidates for office, or are of benefit solely to AAUW members or individuals.

An application must be submitted to the Foundation Board of Directors for each project requesting use of the Supporting Foundation. Branches participating in state-sponsored projects (such as Tech Trek) will need to submit a brief application that includes the proposed budget if they have a donation budget of at least \$2000. State projects are those initiated by the state AAUW board and involve branches throughout the state.

Only projects with a donations budget of \$2000 or more will be considered. They are subject to the standard Supporting Foundation administrative fee schedule of 5% of the donation total. The Foundation Board will determine project eligibility based upon the following minimum criteria: Goal or purpose of the project, description of the project, whom it will serve, proposed budget detailing revenue and expenses, number of members and community partners involved, expected outcomes, and proof of current insurance coverage.

FINANCIAL INFORMATION

Approved projects *must* secure their own funding and deposit funds directly to the Foundation. Each project/program is responsible for its own accounting; the Foundation does not do accounting for the projects that use it. All projects/programs with monies held in the Foundation must keep accurate records. Release of monies is dependent upon available revenue in the account. Each project/program must have a designated fiscal agent and must file a final financial report with the Supporting Foundation Treasurer within 45 days of the



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close/completion of the project/program. Checks must be made payable to the **AAUW Florida Supporting Foundation** with the project and branch name written on the memo line. Mail to: AAUW Florida Supporting Foundation, PO Box 126, Palm City FL 34991.

A written acknowledgement from the Foundation will be sent to each donor as a receipt. The project manager will be advised when donations are received.

An administrative fee of 5% will be assessed on each project or program that uses the fund. Calculation of this fee will be based upon actual revenues received.

APPLICATION PROCEDURE

To request use of the Supporting Foundation's *IRS* tax exemption for a branch or state AAUW approved project, the project director **MUST** complete the *AAUW Florida Supporting Foundation Application*. Project applications must be received a minimum of 90 days prior to the scheduled project commencement date. Incomplete applications will not be considered.

Once a project or program is approved by the Supporting Foundation Board of Directors an administrative packet will be sent to the project director.

PROJECT EVALUATION

Every approved project/program is required to complete an evaluation of the program/project and provide supporting documentation at the conclusion of the program/project.

Questions: Contact AAUWFLSuppFound@gmail.com

8-8-19 Approved by the Foundation Board

8-8-25 Updates