



## Fundraising Guidelines

We are honored to work with donors like you who are enthusiastic about using your fund to make an impact in your community. While the Greater Kansas City Community Foundation does not sponsor or assist with fundraising efforts, you may solicit donations for your fund. These guidelines describe the ways in which others can support your fund at the Community Foundation.

### CONTRIBUTIONS TO THE FUND

The Community Foundation will only receive purely charitable contributions into your fund. This means the person making the contribution cannot receive any goods or services in exchange for the contribution.

**Check Donations:** Individuals and businesses may contribute directly to your fund by mailing checks to our lockbox: PO Box 505661, St. Louis, MO 63150-505661. Checks should be made payable to the Greater Kansas City Community Foundation, noting your fund name or six-digit fund ID on the memo line. The Community Foundation will mail a tax receipt for donations that are \$250 and above.

**Credit Card Donations:** The Community Foundation can create a temporary online giving form to collect credit card donations to your fund. There is no cost to create an online giving form. Individuals will receive a tax receipt via email upon making their contribution. To set up an online giving form, please contact us at [info@growyourgiving.org](mailto:info@growyourgiving.org).

**Crowdfunding:** The Community Foundation **cannot** receive funds raised through a third-party or crowdfunding source such as Facebook, GoFundMe, PayPal, YouCaring, etc.

**Applying for Grants:** You may **not** use the Community Foundation's federal tax ID number (EIN) to apply for grants.

**Example:** Sally and John want to raise money for their fund at the Community Foundation. They send the following instructions to their friends, asking them to contribute directly to their fund.

*If you would like to contribute to [fund name] at the Community Foundation, please mail a check payable to the Greater Kansas City Community Foundation to the address below, noting our fund ID (xxxxx00) on the memo line.*

*Greater Kansas City Community Foundation  
PO Box 505661  
St. Louis, MO 63150-505661*

*To make a contribution online, you may do so here: [link to online giving form].*

## FUNDRAISING EVENTS AND ACTIVITIES

If you are planning to hold an event to raise money for your fund, please keep the following in mind:

- The Community Foundation does not sponsor or assist with fundraising efforts.
- You are responsible for any fundraising efforts, including planning and executing fundraising events and obtaining any necessary insurance, permits, licenses, etc.
- You may not use your fund to pay any expenses.
- You may not use the Community Foundation's sales tax exemption certificate for any purposes.
- Net proceeds from any fundraising effort may be donated in a lump sum to your fund at the Community Foundation.

**In-Kind Donations:** The Community Foundation cannot receive in-kind donations to a fund. If an individual or business wishes to donate goods or services for a fundraising event, it is important for them to know that the Community Foundation will not provide a tax receipt for the donation.

**Tickets and Event Registrations:** The Community Foundation will not process event registrations or tickets for your fundraising events. If a ticket is required to attend an event, attendees must purchase tickets from you directly. The cost to attend a fundraising event is not tax-deductible, and the Community Foundation will not provide a tax receipt for ticket purchases.

**Raffles:** There are specific regulations in addition to state and local laws surrounding raffles and other games of chance. The Community Foundation does not support such activities.

**Promotional Materials:** The Community Foundation's name and identity can only be used to reference that net proceeds will be donated to your fund at the Community Foundation. For example, marketing materials may state, "*Net proceeds will be donated to the [fund name] at the Greater Kansas City Community Foundation.*"

**Example:** Sally and John want to raise money for their fund. They organize an event and invite their friends and colleagues. Attendees purchase tickets from Sally and John directly. Sally and John pay for all the expenses related to the event. They donate the net proceeds from the event to their fund at the Community Foundation. Only Sally and John receive a tax receipt from the Community Foundation.

## CONTACT US

Questions? Contact our Donor Services team at [service@growyourgiving.org](mailto:service@growyourgiving.org) or 816.842.7444.