

(Example Application) Jumpstart

WKCF Community Grant Application - March 2024

Western Kansas Community Foundation

Dr. Conny Bogaard
402 N. Main
Garden City, KS 67846

wkcf@wkcf.org
O: 620-271-9484

Dr. Conny Bogaard

402 N. Main
Garden City, KS 67846

conny@wkcf.org
O: 620-271-9484

Application Form

Criteria

Are you requesting funding in any of these categories?*

(These items are ineligible for funding through the WKCF.)

- Grants to individuals
- Capital campaigns
- Medical research
- Internal studies or research (i.e. Studies conducted by the applicant organization are not eligible. Studies conducted by a third-party for the applicant, such as impact studies, or a study to help form a strategic plan, are eligible.)
- Educational scholarships or fellowships
- Membership fees
- Ticket sales for fund-raising efforts
- Religious organizations for religious purposes
- Capital debt reduction, including construction or real estate loan payments
- Political lobbying, advocacy, or legislative activities
- Endowment establishment or enhancement
- Umbrella funding of organizations that would distribute requested funds at their own discretion
- Give-away items for prizes/incentives
- Projects that discriminate on the basis of race, color, national origin, gender, age, physical ability, sexual orientation or identity, or political preference

No

Is your organization a 501(c)3 entity?*

The Western Kansas Community Foundation can make grants to organizations with tax-exempt status under section 501(c)3 of the Internal Revenue Service Code, as well as churches, schools, and governmental entities. Please select the response below that best describes your organization:

We have been designated as a 501(c)3 entity by the IRS.

Organization Information

Organization Mission Statement

The mission of the Western Kansas Community Foundation is "Enriching Western Kansas life through philanthropy, leadership, and collaboration."

Project Name*

The name of the project is attached to each and every form within your process. This is the "identifier" for the request.

(Example Application) Jumpstart

Amount Requested*

\$5,000.00

Total Project Budget*

\$25,600.00

Project Start Date

05/01/2024

Project Completion Date

**Please note: Regardless of the anticipated project completion date, WKCF grant funding is restricted to a one-year timeframe from the application due date.*

05/01/2025

Briefly describe your agency/organization's purpose:*

The Western Kansas Community Foundation (WKCF) was established to enrich Western Kansas life through the stewardship of charitable donations. WKCF serves nonprofits from 15 counties in Southwest Kansas through a competitive grant process, as well as providing grants to various nonprofit agencies across the United States through donor directed grants. The Foundation also awards several scholarships each year to students from Southwest Kansas. The work of the Foundation is governed by a volunteer board of directors, who love, live and work in this corner of the state. This local connection means the Foundation is able to see the needs of the region firsthand, which helps connect programs and charities with the donors who care about those causes.

Project Description*

Please describe the equipment, project, or event for which you are seeking funding specific to this application.

This program seeks to address findings from a needs assessment initially conducted in the summer of 2019, reconducted on an annual basis since that time, in collaboration with Bonterra (through their subsidiary, Network for Good, NFG) and the Finnup Foundation. The key finding of the assessment was that Western Kansas nonprofits struggle to maintain a healthy mix of community-based support, raising only 2%-7% of their annual budget from individual donors, and relying too heavily on grants and single-source revenue streams. While many organizations need help, it takes "capacity to build capacity." As such, organizations were identified that showed a readiness to increase their effectiveness by building on a history of at least \$15,000 raised from individual donors, with at least one full time staff member.

Through the partnership, WKCF has the opportunity to sponsor any of the participating nonprofits in a 12-month fundraising coaching program called Jumpstart. Through Jumpstart, nonprofits are paired with coaches who are able to address their organization's specific fundraising needs. The agencies and coaches work together to create a plan for the nonprofit to capitalize on their fundraising opportunities. Participants

gain access to a donor management system, which according to results of the needs assessment, few agencies currently utilize. Throughout the process, the nonprofit's progress is evaluated by Bonterra, providing regular check-ins with the sponsoring Community Foundation. We seek to collaborate with the Finnup Foundation, who will sponsor additional nonprofits to participate.

If the data contained in the report is acted upon, not only does Western Kansas Community Foundation have an opportunity to mitigate many of the immediate, financial threats to local nonprofit impact, it will create a significant return on investment, an average of \$5 to every \$1 invested, far above the impact created by a contribution to direct program expenses.

Focus Area*

Select the focus area this program addresses.

Community Development

Population Served*

Please provide a description of the target population, and number of those who this project will serve.

The population served by this program would be any four (4) entities that participate in the upcoming nonprofit needs assessment. By association, through the selected agencies, we hope to help them better serve their clients and communities. With better fundraising ability, a nonprofit has the potential to no longer require grant funding as frequently or at the funding levels they previously required, which will allow the Foundation to serve other programs with grant funding that would otherwise have been expended to the participant organizations.

Geographic Area Served*

Please select the counties your project will impact. (Programs taking place outside of these counties are not eligible for funding due to being outside of our service area.)

Finney County
Grant County
Gray County
Greeley County
Hamilton County
Haskell County
Kearny County
Lane County
Meade County
Morton County
Scott County
Seward County
Stanton County
Stevens County
Wichita County

Project Goals & Anticipated Outcomes*

Please include a description of program objectives as well as timetable for this request.

Through this program, we hope to be able to address a need of area nonprofits that is not easily addressed through the work we do in providing grants. We have seen in prior participants, and expect to continue to see, increased fundraising capacity of participating nonprofits, an estimated 20-30% more than their prior

fundraising, as well as a decrease over time in their need for awards from the competitive grant cycles. If awarded funding, the Foundation would sponsor one agency to participate in the Jumpstart program beginning in spring, at which point grant funds will be completely expended. Participating nonprofits will participate in the program for 12 months. Regular progress reports will be provided to the Foundation by the Bonterra team.

Goal Measurement*

Please explain how project goals will be measured and evaluated.

Success of this program will be measured by the annual increase in fundraising income seen by the participating agencies, by the frequency of grant applications received from participating nonprofits, as well as the amount they are requesting in their applications. This program will be evaluated by the Foundation during the coaching process with quarterly reports from Bonterra about the sponsored agencies' progress.

How does this program fit your Organization's Mission Statement?*

This program fits the mission of the WKCF because we are expanding on one avenue of leadership to our nonprofits. First, by encouraging their participation in the Jumpstart program, but also because the WKCF was the first, and currently the only, Community Foundation in Kansas to partner with Bonterra to administer the nonprofit needs assessment and was also the first Kansas community foundation to sponsor an agency's participation in Jumpstart based on the prior assessment.

How does this program fit with WKCF's Mission Statement?*

"Enriching Western Kansas life through philanthropy, leadership and collaboration."

This program fits the mission of the Community Foundation because we seek to collaborate with other entities to foster this program, including Bonterra, the Finnup Foundation, and agencies that participate in the upcoming assessment who are potential candidates for sponsorship. Additionally, we seek to increase the potential for community philanthropy to the participating nonprofits as they acquire new skills and fundraising knowledge.

How do you plan to acknowledge the WKCF grant, if awarded?*

A grant award for this program will be presented in spaces such as on our social media, through our email communications, and on our website. As well, that information will be provided to participating nonprofits and in the needs assessment narrative.

If this grant request is NOT funded, explain the implications that will be felt by this program.

If this program was **NOT** funded by the WKCF, please describe your organization's ability to continue the program. If your organization would not be able to continue the program, please describe the repercussions that would have on your organization. Try to be as realistic as possible, explaining known and/or highly feasible outcomes.

If unfunded, this program will not be possible for the WKCF to facilitate in our current budget for 2024. This means that area nonprofits will not gain capacity for their own fundraising abilities and will continue to use grant resources that could be redistributed to additional nonprofits. Business would continue "as usual," but the Foundation's ability to be a leader in the community, and provide an avenue for nonprofit education, would be diminished. The WKCF would seek to host nonprofit workshops as we have in the past, but the impact of those workshops is often difficult to measure.

Project Budget

List projected costs associated with the full project of which you are requesting funding.

There are a limited number of rows in the table below. If necessary, combine like-items together in a category and utilize the text box below the tables to define specifics of each budget category.

Budget Category (Ex.: supplies, marketing materials, equipment, etc.)	Amount
Jumpstart Sponsorship for 4 nonprofits	\$25,600.00
	25600

List only the categories from above for which you are requesting funding from the WKCF.

There are a limited number of rows in the table below. If necessary, combine like-items together in a category and utilize the text box below this table to define specifics of each budget category.

Budget Category (Ex.: supplies, marketing materials, equipment, etc.)	Amount
Jumpstart sponsorship for 1 nonprofit	\$5,000.00

	5000

Include a brief explanation of each budget category for which you are requesting funding.

Example: Exercise equipment: includes balance balls, hand weights, aerobics steps, and jump ropes.

We are requesting funding to sponsor one agency's participation in 1-year of the Jumpstart program.

Have you asked/received funding from private donors or local funding agencies, aside from the WKCF?*

This includes contributions to this project or for your organization in general.

Yes

Additional Funding

List sources and amounts of funding, both requested and/or received, for this grant program.

Include any amounts contributed by the applicant organization, as well as in-kind contributions. Individual donors or families may be combined as "private donors," all other organizations should be listed individually.

Contributing Entity	Amount Requested	Amount Received
----------------------------	-------------------------	------------------------

Bonterra		\$5,600.00
Finnup Foundation	\$5,000.00	\$5,000.00
	5000	10600

List sources and amounts of funding, requested and/or received, for the organization as a whole.

Include any amounts contributed by the applicant organization, as well as in-kind contributions. Individual donors or families may be combined as "private donors," all other organizations should be listed individually.

Contributing Entity	Amount Requested	Amount Received
Private Donors		\$176,458.00
Patterson Foundation	\$70,000.00	\$70,000.00
ABC Corp	\$4,500.00	
123 Trust	\$1,200.00	\$0.00

	75700	246458

Document Uploads

Current Balance Sheet.*

Please upload your current balance sheet, or comparable financial report that shows the total revenues, total expenses/liabilities, and the net activity of the organization. ***The most current audited financials are preferred.
example balance sheet.pdf

Letter of Recommendation*

Please upload a letter of recommendation. This letter should speak to the character/quality of the organization and should be written and signed by someone outside of the applying organization.

Letter-of-Support-example.docx.pdf

Is your organization exempt from paying sales tax?*

Yes

Additional Files

Please use the next few spaces to upload any additional items you would like included in your application (i.e.a brochure, photos, a flyer, etc.)

[Unanswered]

Additional Files

[Unanswered]

Additional Files

WKCF Jumpstart Program Outline 2020.pdf

Additional Files

Additional Files

Sales Tax Exemption

Please upload proof of sales tax exemption.*

This document will be from the State of Kansas Department of Revenue, **NOT** from the IRS.

pub1520.pdf

File Attachment Summary

Applicant File Uploads

- example balance sheet.pdf
- Letter-of-Support-example.docx.pdf
- WKCF Jumpstart Program Outline 2020.pdf
- pub1520.pdf

[Company Name]

Balance Sheet

[USD \$ millions]

	2014	2015	2016
Assets			
Current assets:			
Cash	167,971	181,210	183,715
Accounts Receivable	5,100	5,904	6,567
Prepaid expenses	4,806	5,513	5,170
Inventory	7,805	9,601	9,825
Total current assets	185,682	202,228	205,277
Property & Equipment	45,500	42,350	40,145
Goodwill	3,580	3,460	3,910
Total Assets	234,762	248,038	249,332
Liabilities			
Current liabilities:			
Accounts Payable	3,902	4,800	4,912
Accrued expenses	1,320	1,541	1,662
Unearned revenue	1,540	1,560	1,853
Total current liabilities	6,762	7,901	8,427
Long-term debt	50,000	50,000	30,000
Other long-term liabilities	5,526	5,872	5,565
Total Liabilities	62,288	63,773	43,992
Shareholder's Equity			
Equity Capital	170,000	170,000	170,000
Retained Earnings	2,474	14,265	35,340
Shareholder's Equity	172,474	184,265	205,340
Total Liabilities & Shareholder's Equity	234,762	248,038	249,332
Check	0.000	0.000	0.000

January 12, 2024

Dear Grant Committee,

I am writing to express my enthusiastic support for WKCF and their proposed Jumpstart program. As someone who has experienced the benefit of Jumpstart, I can personally attest to the need for this resource for area nonprofits.

The team at Bonterra understands the fundraising challenges that nonprofits like mine face every day. They have been a trusted resource and source of support for me, and I am grateful to WKCF to have been selected to participate in Jumpstart last year.

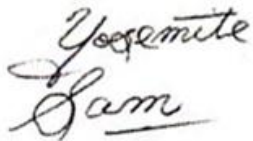
The Jumpstart program has the potential to make a real difference for area nonprofits. By providing one-on-one coaching and personalized fundraising tactics, this project will provide critical support to those in our community who are most in need.

I believe that WKCF is uniquely positioned to execute this project with excellence. Their expertise, compassion, and dedication to area nonprofits is unparalleled.

I am proud to support the WKCF and their efforts to make our community a better place. I hope that you will join me in supporting this important project.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Yosemite Sam". The signature is written in a cursive, slightly stylized font. The word "Yosemite" is on the top line and "Sam" is on the bottom line, with a long horizontal stroke extending from the end of "Sam".

Yosemite Sam

We're committed to you.

Your grantees and donors, too.

Jumpstart Program Overview: Increasing Western Kansas Community Foundation' Impact

A program to provide 12-months of sustainable fund development assistance, including coaching, technology, and right-sized development planning for the grantees of Western Kansas Community Foundation (WKCF).

CREATED FOR:

Conny Bogaard, PhD.
Executive Director
Western Kansas Community Foundation

Stacie Hahn
Program & Marketing Director
Western Kansas Community Foundation

CREATED BY:

Jack Murphy
Director of Community Engagement
Network for Good

TABLE OF CONTENTS

- I. Introduction**
- II. Program Details**
 - Program Components
 - Outcomes & Program Results
- III. Implementation & Evaluation**
 - Roles - NFG, WKCF
 - Reporting & Evaluation
- IV. “Fundraising Readiness” Criteria for Grantees**
- V. Program Costs**
 - Total Program Costs & NFG Commitments

INTRODUCTION

Ask any Executive Director of an emerging nonprofit, the “Chief Everything Officer,” how they balance a budget and sustain program funding – before the grant period ends – and they’ll tell you it’s very difficult. There’s no question, they are right.

Nonprofit organizations throughout the United States are now challenged by economic, demographic, political, and technological factors outside of their control. Consequently, most face significant hardship and an uncertain future - many don’t know what to do.

The Existing Approach to Program Sustainability Falls Short.

The average small nonprofit, with an operating budget less than \$1 million, spends roughly \$33,000 each year on consultants, training, conferences, and software to raise more money. Not only do 77% miss their budgeted revenue goals, but many also raise less money than they did in the previous year. That means that even with all of the resources invested, the majority of organizations are actually losing ground – and are asking foundations to make up the difference. This is especially so in organizations led by people of color which, historically, have seen a chronic underinvestment in support.

Every foundation and donor wants to see its grantees succeed. The inclination is to find a way to help. However, traditional approaches to capacity building that can help funded nonprofits raise the revenue required to replace a program grant, and sustain its outcomes, fall short.

Funding to hire a consultant often increases expenses significantly, limiting the support that can be provided to just a handful of nonprofits each year. Lower-cost solutions – like trainings coordinated by foundation staff or conferences – often fall short of the transformation that’s needed, and require too much time and burden from your program staff.

Foundations Can Either Hope, or Help.

As funders, we have a responsibility to our donors and our communities to ensure the effectiveness of our philanthropy. We must not only create new Impact through our annual grantmaking, but also ensure that the solutions and programs we fund are sustainable.

When we asked 10,000 nonprofits, “What is the one thing you need from grantmakers but don’t have to sustain the programs they fund?” the answers were near universal: Fundraising Help & Technical Assistance. It is with that data and renewed determination to help our sector at scale that Network for Good, through its Capacity Building Fund, created the Jumpstart Program.

Now, it’s time to move from exploration to execution. There’s too much at stake for the communities we both serve, and we want to work with Western Kansas Community Foundation to increase outcomes and Impact for the nonprofits that need us the most.

PROGRAM COMPONENTS

Jumpstart is comprised of four components that align with the key findings the from the CompassPoint and Evelyn & Walter Hass Jr. Fund's landmark research project, 'Underdeveloped', which revealed the key challenges that nonprofits face while building sustainable fundraising programs amidst limited time, budget, and expertise.



Coaching & Direct Services: After completing a profile, participants will be able to choose a certified and accredited Personal Fundraising Coach to begin a virtual coaching relationship, meeting virtually two times per month to create and implement a right-sized fundraising plan. Additionally, each Coach will have a menu of “DeskTime” services, whereby grantees select fundraising services that each Coach will perform for them – as if a member of the nonprofit staff.



Monthly Live-Streaming Instruction: As a cohort, all participants will be plugged into a monthly, best-practice fundraising instructions to leverage their Coaching and software to fundraise with greater efficiency and results. Each month, a different area of fundraising will be presented from one of three thought leaders in the sector, and to help nonprofits implement learning, they are sent templates and task lists each week to execute with support and confidence.



Board & Staff Alignment: To bridge the fundraising gap between board, staff, and the organization's budget, town hall meetings will be held to invite is to alleviate the misconceptions around fundraising's complexity and instead, focus on what's possible – when everyone knows and is aligned with the goal.



Technology & Software Integration: Participants who have disjointed, isolated systems to manage and engage their donors will migrate to Network for Good's technology suite that integrates online giving, peer-to-peer fundraising, event ticketing and email automation with their existing website – and utilize a donor management system that helps produce email, direct mail, and SMS/text communications with donors, prospects, and volunteers.

At Jumpstart's conclusion, grantees will have the option to continue with the level of NFG's assistance that is most stage-appropriate for their fundraising needs and goals, and largely, should be expected to do so with expenses from their own, increased organizational budget.

In year two, underdeveloped grantees may need to continue with both consulting and systems (for example, they may opt to develop a major gifts program in year two, after establishing an annual fund in year one). Developed grantees will have the option to continue with the fundraising systems alone at a reduced cost, or, should they choose, receive assistance migrating donor information to an alternate system of choice.

PROGRAM COMPONENTS

Jumpstart provides your grantees a set of fundraising milestones to ensure their consistent participation, formation of best-practice fundraising habits, and to enable a concrete evaluation process by which our staff measures outcomes and benchmarks progress against a nonprofit's peer group.



Month 1 (Program Launch & Kickoff Session)



Month 2 (Fundraising Readiness)

The first months of Jumpstart are focused on planning and preparing for success.

- ✓ Online Giving Page setup with first campaign
- ✓ Donor Management System data segmented into current, lapsed & non-donors



Month 4 (Equip Board & Acquire Donors)

Board members don't fundraise is because they don't know how and aren't equipped.

- ✓ Link a social-media post to your donation page at least once every two weeks
- ✓ 10 new individual donors acquired from a board campaign
- ✓ 15 major gift prospects identified & qualified
- ✓ 1 completed fundraising campaign



Month 6 (Integrated Fundraising Campaign Planning)

Integrating email, direct mail, and social channels creates new opportunity for increasing individual giving results.

- ✓ 25 new individual donors acquired from the prospect segment
- ✓ 20% of current donors compelled to upgrade their last gift amount



Month 9 (Relationships & Retention)

After a new campaign, continuing relationships with your donors is critical.

- ✓ Increase your donor retention rate to a target of 60% year-over-year
- ✓ 100% of audience (current, prospects, etc.) enrolled in monthly retention emails
- ✓ 3 new major gifts secured from the segment of 15 prospects previously identified



Month 12 (Acquisition & Second Ask)

If you've thanked and engaged your donors in a way that communicates impact and gratitude, they're likely to make an additional – and larger – gift to your organization

- ✓ 25% of current donors make a second gift to the organization
- ✓ 10% of special event attendees make an annual gift to the organization
- ✓ Secure 10 new individual donors through a peer-to-peer campaign

OUTCOMES & RESULTS

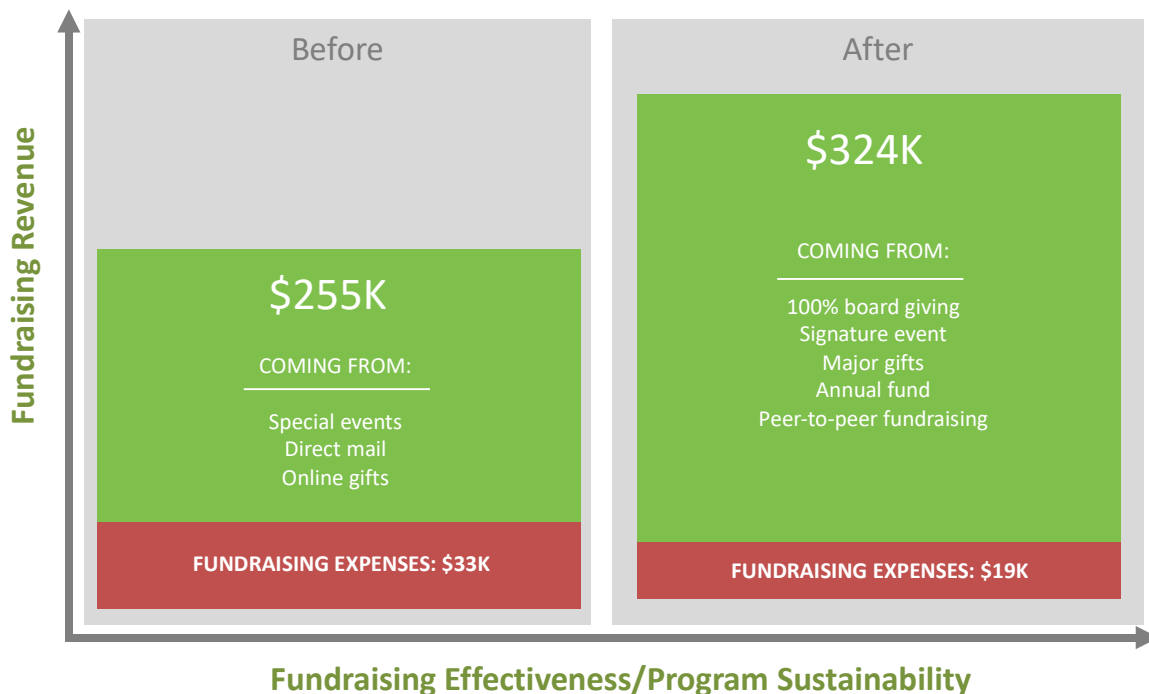
Nonprofits participating in Jumpstart over the last three years have raised, on average, 27% more total revenue than their preceding year, and at a lower net fundraising cost.

While not every organization was successful, and some even struggled to commit to the time required to increase their fundraising capacity, many organizations beat the average. **Some raised as much as 50% more individual giving revenue than the year before.**

For the organizations that increased their net annual revenue, the result was not only more and diversified revenue, but when the resources were used with a program grant, the organization secured new funds to help sustain the funded program before the grant period ended.

Overall fundraising outcomes included:

- 55% of organizations raised 20-30 percent more than the prior year.
- 25% raised 40-60 percent more than the previous year.
- 15% raised no more than the previous fiscal year.
- 5% raised less than the previous fiscal year.



IMPLEMENTATION & EVALUATION

NFG will be responsible for creating and delivering all fundraising assistance, while WKCF will serve as the “convener”, identifying nonprofits in need of fundraising assistance through its grantmaking process.

NFG’s Ongoing Role & Responsibilities

1. Match each grantee with a Certified Fundraising Consultant based on a profile of their level of experience, time available, mission, staffing structure, and revenue needs;
2. Ensure each matched Consultant creates an effective fundraising strategy and monthly fundraising priorities for grantees, which account for limitations on each organization’s staffing level, budget, and time;
3. Assess the fundraising potential of each nonprofit to set actionable revenue targets, based on current revenue sources, dollars, and donors secured in the preceding 12-months;
4. Consolidate and organize reports of existing donor and contact information into an intuitive Donor Management System for fundraising progress reporting, assessments, and board updates (creating a nonprofit’s first system for data-driven, priority relationship management);
5. Coordinate ongoing, bi-weekly consultation sessions between each consultant and grantee, guiding the implementation of fundraising activities including annual giving, major giving, board engagement, grant writing, events;
6. Identify needs within each grantee’s board of directors to move from advising to directly supporting fundraising and cultivation activities, including the creation of recruitment kits, job descriptions, development committees, individual commitment plans, and/or pledge forms;
7. Assist in developing written materials to implement plans, including, but not limited to, case for support, individual donor appeals for direct mail and email, retention and stewardship communications, grant proposals, corporate sponsorships, board engagement policies and procedures;
8. Direct the creation of a sustainable, modern fundraising infrastructure to include the systems capable of processing online donations, event registrations, memberships, volunteer or peer-to-peer fundraising campaigns, email, direct mail, and text communications;

IMPLEMENTATION & EVALUATION

NFG's Program Launch & Kickoff

1. Assist WKCF staff in selecting qualified organizations to participate in Jumpstart by designing and deploying a "Sustainability Assessment" (see page 9) measuring your nonprofits' current fundraising challenges, opportunities, and if each possess a "profile for success";
2. Fund all time and travel associated with the assessment process, including an on-site findings briefing to board and staff, if desired.

NFG's Impact Reporting & Evaluations

1. Communicate to WKCF, if applicable, any cause for concern of a grantee's ability or willingness to participate in Jumpstart and see fundraising success, crediting the unused funding for services to an alternate grantee;
2. Compile a "Grantee Engagement Report" after the first 90-days of Jumpstart's implementation, allowing WKCF to update its stakeholders on early progress;
3. Create a final program report based on collected data, including before/after assessments of "soft success indicators," including new fundraising structures and capacity created, as well as "hard indicators," including year-over-year revenue growth.



WKCF's Role & Responsibilities

1. Create a list of grantees and local nonprofits that need fundraising assistance, pulling information from its grants process, or staff conversations;
2. Invite grantees to complete a "Needs Assessment" – created and managed by NFG staff – to facilitate participation and diverse representation;
3. Review nonprofits expressing interest and a desire to participate in Jumpstart after the Needs Assessment, using the "profile for success" suggested by NFG (contained herein) to select a final list of grantees to enroll in Jumpstart;
4. Distribute a notice of grant award to selected grantees and provide grantee contact information to NFG staff to begin services.

FUNDRAISING READINESS CRITERIA

With literally hundreds of organizations in your community in need of fundraising help, NFG knows that readiness, not just willingness, is the key for success in Jumpstart.

As such, nonprofits possessing these qualities are likely to see success:

1. Minimum “Fundraising Readiness” Attributes of:
 - a. At least one full-time staff member, with least 5 hours per week from the point of contact’s schedule allocated to fundraising activities;
 - b. A contact universe of at least 100 households that can be emailed, mailed, and/or called as part of a fundraising campaign;
 - c. Demonstrated commitment and desire to leverage software to create and deploy consistent, highly-personalized donor, volunteer, and prospect communications, beginning with donor acknowledgement;
 - d. A board of directors that meets at a minimum of four times per year, and at least 50% make a cash gift, at any level, to the organization; and
 - e. Has at least one year of previously implemented fundraising activities (i.e. events, mailings, cultivation events), raising \$15,000 or more.
2. Willingness to meet two times per month (24 per year) with their Personal Fundraising Coach at mutually-agreed upon times, based on their availability;
3. Willingness to launch a year-end campaign that combines direct mail, email, website, and social media that continues through December 31;
4. Executive Director can show an environment where board members will agree to directly help fundraise, when supported and properly equipped;
5. Willingness to include a dedicated line item for fundraising expenses in the organization’s annual operating budget.

PROGRAM COSTS

Comparison to Market Rates

For sake of comparison, the following table outlines the market rates of comparable nonprofit services when contracted outside of the Jumpstart Program.

Fundraising Support at Market Rate	Total Cost
Retainer with Local Consulting Firm (12-mo's)	\$15,000
Donor Management System + Online Giving Subscription (12-mo's)	\$3,848
Data Consolidation, Cleaning & Systems Implementation	\$1,500
Conference Attendance (Registration, Travel, Lodging)	\$1,239
AFP Membership & Programming	\$199
Total Fundraising Budget @ Market Rate	\$21,786
Difference to Jumpstart @ \$5,200 Commitment Per Grantee	(\$16,586)

Kansas Department of Revenue

Sales and Use Tax Entity Exemption Certificate

The Kansas Department of Revenue certifies this entity is exempt from paying Kansas sales and/or compensating use tax as stated below.

Kansas Exemption Number: <Cert_Number>

Expiration Date: <Expire_Dt>

The tax-exempt entity understands and agrees that if the tangible personal property and/or service are used other than as stated, or for any purpose that is not exempt from the tax, the tax exempt entity is liable for the state and local sales or use tax. The unlawful or unauthorized use of this certificate is expressly prohibited, punishable by fine and/or imprisonment. The certificate is issued for the sole use of the exempt entity as named.

<Pet_Auth_Name>

<Address1>

<Address2>

<City_St_Zip>



EXEMPT ENTITY INFORMATION:

Authorization and scope:

- K.S.A 79-3606(c) & (d) - Public or Private Elementary or Secondary Schools or Nonprofit Educational Institutions.
- Exemption applies to all direct purchase, rental or lease of tangible personal property and services, except purchases of goods for human habitation and indirect purchases by a contractor for a real property project.

Limitations:

- Only direct purchases are exempt through the use of this certificate.
- This entity qualifies for exemption on indirect purchases by a contractor through the issuance of a Project Exemption Certificate (PEC). PECs should be obtained from the department prior to the start of the project. Apply on-line at KDOR's web site: www.ksrevenue.gov
- This exemption does not apply to the purchase of any construction machinery, equipment or tools used in the constructing, maintaining, repairing, enlarging, furnishing or remodeling facilities for the exempt entity.
- Subject to sales tax are purchases of capital goods used for human habitation (i.e. residential housing and dormitories) to include materials for construction, remodeling or repair and furnishings such as beds, curtains, desks and furniture. Labor services on dormitories are exempt as residential construction.

Exempt Entity Authorized Signature (Officer, Office Manager or Administrator)

Federal ID Number

Printed Name

Date

RETAILER INFORMATION:

- To qualify for exemption, the certificate must have an expiration date in the future and be signed by an authorized individual.
- Payment must be made by the entity on their checking account or on a credit/debit card issued to the entity. Acceptance of cash, personal checks, or personal credit/debit cards is not allowed for a tax exempt purchase.
- The entity must have a Kansas exemption certificate. Exemption certificates issued by other states are not valid in Kansas.
- Retailers are required to maintain a copy of the purchaser's certificate in their records for at least 3 years from the date of purchase. Retailers must maintain a current certificate on file.
- Selling tax exempt goods or services that are not exempt by statute may result in the assessment of tax.
- A completed certificate may be used as a blanket exemption for future purchases when of the same type and for the same exempt purpose.

Seller's name and address

Description of goods and/or services purchased

For additional information on Kansas sales and use taxes see Publication KS-1510, *Kansas Sales Tax and Compensating Use Tax* and Publication KS-1520, *Kansas Exemption Certificates*, located at: www.ksrevenue.gov Questions would be directed to Taxpayer Assistance at 785-368-8222.