

Our Sarasota Fund Giving Circle Guidelines

Mission

To pool the resources of individual members in order to create a significant impact on local non-profit organizations with a mission or programs which have a focus on improving the lives of lesbian, gay, bisexual, and transgender people.

Administrative Information

Our Sarasota Fund exists as a Giving Circle at the Community Foundation of Sarasota County (CFSC).

CFSC will:

- Provide the 501(c)(3) umbrella for the Giving Circle
- Invest and manage Giving Circle funds
- Collect gifts, deposits and post contributions
- Provide Quarterly reports on the fund
- Charge an annual investment fee of .55% and an annual administrative fee of .85%
- Write and send acknowledgement letters to donors
- Retain gift histories, grant making, and fund statement records of Giving Circle activity
- Provide The Giving Partner as a resource to discover organizations and needs.
- Provide guidelines for grant making
- Assist in the identification of potential grantees
- Prepare CFSC approved grant disbursements based on grant requests approved by the Giving Circle

Members will:

- Track gifts to the Giving Circle
- Track donations to the Foundation
- Adhere to Foundation policies and procedures
- Nominate one member to be the liaison to CFSC
- Develop and maintain group roster
- Develop a mission and operating policies
- Provide Giving Circle leadership
- Schedule meeting and set expectations for participation
- Establish annual grant making schedule
- Identify potential grantees
- Design grant guidelines, RFPs and grant applications
- Review grant proposals
- Approve grants

Membership

- Membership is open to anyone wishing to make a contribution of a minimum of \$100.
- Membership is renewed annually by making a qualifying contribution.
- Members will each receive one vote.

Chairperson

- A Chairperson will be elected by the Membership annually.
- The Chairperson will select two Co-Chairpersons to assist her or him with administrative duties.
- The Chairperson, or her or his designee, will also serve as the liaison to the CFSC.
- The Chairperson and Co-Chairpersons will be responsible for:
 - Tracking gifts to the Giving Circle
 - Tracking donations to the Foundation

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- Maintaining the group roster
- Scheduling meetings and creating agendas
- Keeping and distributing minutes of all meetings and decisions made
- Directing the annual grant making schedule
- Keeping any other pertinent financial or administrative records
- At the end of their one-year term, the Chairpersons and Co-Chairpersons are responsible for transferring all records to the newly-elected Chairpersons and Co-Chairpersons.

Meetings

- Meetings will be called by the Chairperson as needed
- Meetings may be called by the Members with the consent of at least 30% of the Membership.
- Meetings will take place at the CFSC's headquarters, or at another location agreed upon by the Members
- Votes taken at meetings will require 30% of the current Membership to be present in order to establish a quorum
- All votes by the Membership will require a simple majority to pass
- Members may submit a proxy for voting purposes
- The Membership may choose to conduct voting electronically
- In the case of a conflict of interest where an Our Sarasota Fund Member is in a decision-making capacity for an organization being considered for a grant, a Member will recuse her or himself.
- In the case of questions of procedure the Chairperson will refer to the latest edition of *Robert's Rules of Order*

Grants

- Grants will be made once per year on a schedule voted on by the Membership
- Grant amounts will be limited by a 20% reserve of Fund which shall be retained from year to year
- The Members may decide on a giving focus that may change from year to year
- Grants for ongoing or operating expenses will not be considered
- Requests for proposal will be sent out to identified non-profits at least thirty (30) days before the deadline for their return
- All returned proposals will be collected by the Membership for review
- The Membership may elect a committee of no more than five (5) Members to vet a small number of grants to bring to the larger Membership for approval
- Review will be made by the Membership based on criteria decided by the Membership. Criteria may change from year to year. Criteria may include, but need not be limited to; program strength; quality of management; quality of governance; or financial health
- The Membership may select one or more non-profit organizations to receive grants and notification of the approved grant(s) will be made to the organizations and to CFSC

Amendments

These guidelines may be amended by the Membership at any time by a two-thirds majority vote of the total membership on that date. Proposed changes must be submitted to the Membership at least 15 days before a regularly scheduled meeting at which a vote is taken.

Acceptance

These guidelines were accepted by a majority of the Membership at a regular meeting on 27 January 2014.