

BAINBRIDGE ISLAND ARTS & HUMANITIES COUNCIL



POLICY for Community Use of BIAHC Name and Resources

Fiscal Agency, Endorsements, Co-sponsorships, New Opportunities, and Community Outreach

This policy describes a relationship with another cultural organization or cultural entity that enhances the mission of the BIAHC, the Council may enter into one of the following agreements. Financial support of a project or program carries an implicit Co-sponsorship of that project or program.

Definitions:

1. Fiscal Agency. BIAHC can assume contract responsibilities for an organization that does not have 501(c)(3) nonprofit status, yet wishes to or is required to have this designation to receive charitable funds. (Another name for this function is “umbrella organization.”) Payment for services is issued to the fiscal agent/umbrella organization.

At the discretion of the Board of Directors, BIAHC may act as the fiscal agent for qualified community organizations. A qualified community organization is one with which BIAHC would be willing to enter into either an endorsement or co-sponsorship agreement.

There is a \$100 fee to set up a fiscal agency arrangement and a 1% fee on all funds that pass through BIAHC for the community organization. Additional fees may be negotiated. Any exception from this policy will be addressed by the board.

2. Endorsement. BIAHC lends its name so as to give support to another organization’s action or activity. Such action or activity may include endorsement of conferences or meetings. Endorsement does not commit BIAHC to contributing volunteers or funding.

3. Co-sponsorship. BIAHC lends its name and provides volunteers, board members and/or staff in both the planning and execution of the event, and/or provides financial support or in-kind services.

Financial support of a community activity qualifies as Co-sponsorship and requires that at least one board member participate in the planning and execution of the event.

4. New Opportunity. An activity initiated by a board member or board committee not previously included in the approved Annual Workplan.

- A New Opportunity project/activity may be done in partnership with another organization;
- Leadership (appointed by the Chair and approved by the board), as well as the majority of the work group implementing the project is comprised of BIAHC board and staff;
- Must meet Considerations for this policy;
- Has board approval of the activity income and expense budget; and,

- Accommodation to the program is reflected in formally adopted revisions to the BIAHC Annual Workplan and Annual Budget.

5. Community Outreach. BIAHC may offer outreach assistance in such forms as advice, lending equipment, etc., but will not lend its name to the sponsoring organization.

Considerations for this policy

1. The event/activity must be located on Bainbridge Island or within Kitsap County.
2. The sponsor agency or organization has purposes and objectives compatible with those of BIAHC. The relationship should be clear between this activity and the interests of BIAHC.
3. The event/activity addresses a demonstrated need to a group or total community.
4. The event/activity is in a field that BIAHC has a publicly stated interest in supporting.
5. The BIAHC logo and tagline be included in all print materials and media announcements related to the event/activity. The Executive Director shall review and approve appropriateness and placement of the BIAHC logo and tagline.
6. Projects must align with the Cultural Element, the BIAHC mission and BIAHC Bylaws.
7. BIAHC does not enact this policy for the benefit of a single individual.
8. Further involvement with the outside organization (such as financial contribution and/or board or staff participation) shall be considered separately from a decision relating to a single project.

Procedure

1. The entity seeking BIAHC involvement shall receive BIAHC policy guidelines after any initial inquiry.
2. The entity seeking BIAHC involvement shall submit a letter requesting BIAHC involvement. The letter shall include:
 - Statement of purpose.
 - Major activities.
 - Major sources of income.
 - Project budget.
 - Statement of how and under what conditions this policy will be used.
 - Statement about expectations for BIAHC involvement and responsibilities as an endorser or co-sponsor.
3. In accord with Finance Policy, the Executive Director, the Executive Committee, or the board will consider requests for action. The Board of Directors must be informed of each request for use of this policy.
4. Once a project is approved, notification shall be sent to the appropriate contact.
5. This notification shall include the conditions of BIAHC participation. Conditions ordinarily would include:

- Written agreement about use of BIAHC name or logo, other than identifying BIAHC as a member organization or participant in the designated activity, on any document or statement issued by the organization.
 - Details about and specific expectations for BIAHC involvement in the activity or action.
 - Acknowledgement of BIAHC participation shall read, “BIAHC endorses/co-sponsors....”
 - An understanding that the applicant entity cannot assume the BIAHC will continue to endorse or co-sponsor the activity or action if its original description changes.
 - An understanding that the BIAHC Board of Directors can terminate endorsement or co-sponsorship at any time.
6. The Executive Director shall implement all of the agreements described above.