

KBOO Radio Policy	Fundraising	Rev. Date: 062722
Policy #I.C.2 (formerly #9)		Approved by: KBOO Board of Directors

KBOO fundraising projects requiring out-of-pocket expenses shall be approved by the Station Manager and Development Director*. If expenses are projected to be \$5,000 or more, they must be presented to the Finance and Development Committees for review. If advanced, these projects will require board approval. Project examples include: benefit events, major donor campaigns, or grants. Projects requiring no staff, volunteers, equipment, and/or other KBOO resources (such as a band donating box office proceeds to KBOO) do not need to be submitted to the Station Manager or Development Director.

Grants: The Development Director* will provide the Development Committee and the board with a monthly grant report matrix, including grants submitted, pending, and being researched.

The following information will be included in the matrix:

- name of the funding organization
- amount being requested
- purpose of the grant: unrestricted and/or program restricted
- dates of LOI, full submission, reporting, award notice, and status
- A notes section with an estimate of any KBOO resources needed (matching funds, staff time, use of facilities, partners, etc.).

Progress on other fundraising projects, such as events or campaigns, will be reported monthly by the Development Director* to the Development Committee and the Board. If any development undertaking is determined to be unacceptable by Board vote, it can be canceled at any time.

*In the absence of a Development Director, the Station Manager will fulfill this role.

Adopted by the Board of Directors 032289 – amended 040304 -- amended 062522