

**Owatonna Area Chamber Foundation
Administrative Fees & Policies
Fiscal Agent Projects**

- Group or individuals requesting must complete an application form. Applications are reviewed on a bi-annual basis in April & November. Urgent requests may be reviewed outside of those dates on an as needed basis.
 - Projects must be of benefit to the Owatonna area in general or as approved by the Chamber Foundation Board.
 - Minimum projected fundraising dollars anticipated in one year to establish fund: \$2,500
 - Maximum Annual Dollar Amount in Fund: \$25,000*
 - Fees: Initial: \$150.00 assessed when the fund is established
Annual: \$150.00 assessed once every 365 days account is open
Any costs to administer funds that exceed the \$150 maintenance fee will be charged back to the account.
 - Financial Reports: Available upon request
 - The Owatonna Area Chamber Foundation reserves the right to reject requests or waive fees
 - Appropriate documentation on donation slips should be the following:
Make gift(s) payable to: Owatonna Chamber Foundation
320 Hoffman Drive
Owatonna, MN 55060
Campaign Phone: _____
- Contributions to the _____ made through the Owatonna Chamber Foundation, a 501(c) (3) non-profit organization, may be tax-deductible. Contributors should check with their tax advisor.

*For projects over \$25,000, fees and terms will be negotiated at the time of application submission

Created: 4/21/05
Updated: 11/13/08
Updated: 11/10/16
Approved: 11/10/16