

**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:
 1. Initial Application: \$200.00 assessed when application is submitted. Applications accepted after July 1st will be assessed the appropriate fees on January 1st.
 2. Annual: A 1.4% or \$200.00 flat fee will be assessed annually whichever is greater.

- Owatonna Area Chamber Foundation will not be the fiscal agent for any raffles or gambling control board requests.
- Any project that remains open longer than 12 months with no-activity will be closed and will need to re-apply to the Owatonna Chamber Foundation.
- The Owatonna Area Chamber Foundation reserves the right to reject requests or waive fees.
- Financial Reports: Available upon request.
- 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.

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