



AAUW CALIFORNIA SPECIAL PROJECTS FUND 501(c)(3)

GENERAL INFORMATION

PURPOSE

The AAUW CA Special Projects Fund (SPF) is a tax-exempt corporation as provided by the Internal Revenue Service Code 501(c)(3) and the Franchise Tax Board of the State of California (FTB). This fund was established to receive tax-deductible corporate and individual donations for AAUW approved projects and local AAUW scholarship programs within the state of California that further education and equity for all women and girls. The SPF is not intended to compete with the national AAUW Funds.

WHO IS ELIGIBLE TO USE THE SPECIAL PROJECT FUND

AAUW California (the state organization), and the inter-branch councils, and branches of AAUW CA or any combination, thereof, are eligible to use the SPF for approved projects and local AAUW scholarship funds. No project or local AAUW scholarship fund will be considered without the completion of the application and requested financial information.

ELIGIBLE PROJECTS AND PROGRAMS

The SPF may be used only for projects and programs that promote education and equity for all women and girls and support the AAUW Mission. Specifically excluded are those projects that seek to influence legislation, support candidates for office, or are of benefit solely to AAUW members or individuals.

An application must be submitted to the SPF Board of Directors for each project requesting use of the SPF. **Branches participating in state sponsored projects (such as Tech Trek or joint district or inter-branch projects) do not need to submit a separate application.**

Only projects with a budget of \$1000 or more will be considered. They are subject to the standard SPF administrative fee schedule (currently 5%) on all deposits. The SPF board will determine eligibility based upon the following minimum criteria: Goal or purpose of the project, description of the project, whom it will serve, proposed budget detailing revenue and expenses, number of members and community partners involved, expected outcomes, and proof of current participation in AAUW CA Liability Insurance. Local AAUW Scholarship Programs applying to SPF must also demonstrate on-going support of the AAUW Funds.

FINANCIAL INFORMATION

SPF is established as a “pass through” fund. Approved projects secure funding and deposit directly to the SPF. Each project/program is responsible for its own accounting; the fund does not do accounting for the projects that use it. All projects/programs with funds held in the SPF must keep accurate records. Release of funds is dependent upon available revenue in the account. Each project/program must have a designated fiscal agent and must file a final financial report with the SPF Treasurer within 45 days of the annual close of the project/program.

An administrative fee of 5% will be assessed on each project or scholarship program that uses the fund. Calculation of this fee will be based upon actual revenues received.

APPLICATION PROCEDURE

To request use of the SPF for a branch or inter-branch project/program, or state AAUW approved project, the project director **MUST** complete the “AAUW CA SPF CLIENT APPLICATION FORM”. **Project applications must be received a minimum of 90 days prior to the scheduled project commencement date. Incomplete applications will not be considered.**

EVALUATION PROCEDURE

Every approved project/scholarship program is required to fill out an **evaluation form** and provide supporting documentation at the conclusion of the project/program or for ongoing programs/projects on the anniversary date of the project (date the project was accepted by SPF).

Request application and/or evaluation forms by contacting:

AAUW CA Special Projects Fund
P.O. Box 160067
Sacramento, CA 95816-0067

or e-mail: spfund@aauw-ca.org

Once a project or local scholarship program is approved by the SPF Board of Directors an administrative packet will be sent to the project/local scholarship director.

Questions: Contact spfund@aauw-ca.org.