

## **FBT Protocols for Vetting Local Projects**

### **A. Definition of local projects:**

Local projects are defined as 501c3 non-profit organizations in McLean County, Illinois.

### **B. Selection of local projects:**

Local 501c3 non-profits will be nominated in one of two ways: by an FBT board member or through self-nomination (i.e., via personal contact or through the FBT website). Regardless of how the local 501c3 non-profit is nominated, all local projects must be approved by a majority vote of the FBT board.

### **C. Stipulations:**

All local 501c3 non-profits must agree to the stipulations below so as to align with the mission of FBT:

- 501c3 non-profits must be apolitical and areligious;
- Funds may be used only to create sustainability within the organization;
- Funds may not be used for salaries, rent, utilities, travel expenses, or personal needs;
- Funds may be used only for those expenses that can be documented through receipts.

### **D. Implementation:**

Given the fact that local 501c3 non-profits will be familiar to the FBT board and the board can easily confirm their work in the community, FBT will donate unencumbered funds to local 501c3 non-profits with the understanding that the funds will be used according to the stipulations noted above. However, once selected, the 501c3 non-profit shall submit a non-binding indication of how they plan to use the funds. This non-binding indication will allow FBT to ensure that the 501c3 non-profit understands the expectations of the FBT board regarding how the funds may be used. If, before spending the funds, the 501c3 non-profit determines a better use for the funds, the 501c3 non-profit may use the funds for those purposes as long as it follows the above stipulations and the accountability measures outlined below.

### **E. Accountability Measures:**

Within three months of receiving the funds from FBT, the local 501c3 non-profit will submit receipts for the purchases made with the funds along with a brief statement about how the funds have benefitted the long-term goals of the 501c3 non-profit organization. FBT will remind the recipients of this requirement once, but if documentation is not received within a reasonable amount of time will request that the funds be returned to FBT to be used to support other 501c3 non-profits in the community.

### **F. Accounting of Funds:**

The Finance Committee will maintain a careful accounting of all funds disbursed and those available through fundraising.

#### G. Timelines:

Each local 501c3 non-profit that receives over \$1500 in funding will be eligible for funding once every three years. Local 501c3 non-profits receiving less than \$1500 will be eligible for funding each year at the discretion of the Project Recruitment Committee. As much as possible, the Project Recruitment Committee will endeavor to fund a diversity of projects. The MOU for any local project will indicate the timeframe for the disbursement of funds as well as deadlines for submitting documentation of purchases.

#### H. Memo of Understanding:

The MOU for each 501c3 local project will contain the following information:

- Parties Involved: FBT and the local 501c3 non-profit
- Implementation Date: Date for the disbursement of funds
- Beneficiary Information: Name, address, phone, email of contact person at 501c3 non-profit
- Stipulations: Listing of specific parameters of the fund usage as outlined in the protocols
- Objectives of Project: Intended purchases (non-binding), goals of these purchases
- Timeline: Specific dates for funds disbursement and submission of receipts
- Signatures of Responsible Parties: FBT Treasurer and local 501c3 non-profit representative

#### I. Rubric:

The rubric appended to these protocols will be used by the board to vet local 501c3 non-profits.

**FBT Board: Project Rubric to Assess Potential Projects**

Name of Project: \_\_\_\_\_

*This project addresses the root cause of a problem or need.*

<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

*This project enables the recipient to become self-sustaining.*

<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

*This project has a clear end-point or exit strategy.*

<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

*This project supports our goal of a diversity of projects.*

<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

*This project complements other projects we currently support.*

<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

*This project supports the donors in the area of education, life skills, or quality of life.*

<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

*Is the recipient apolitical and areligious?*      Yes      No

Total Score: \_\_\_\_\_/24