

Flickers Fiscal Sponsorship Program ***Donation and Disbursements***

DONATIONS POLICY 2033

As a fiscally sponsored project of Flickers you have several options for receiving donations to your project. Most of our donations are made by check. We can also accept donations via credit card, online through PayPal, wire transfers directed to our bank account and through transfer and sale of stock. If you have further questions about how to accept donations for your project please contact the Fiscal Sponsorship Coordinator.

Check Donations

All check donations must be made out to the Flickers Arts Collaborative (or Flickers) **with the title of your film written somewhere on each check**, preferably on the memo line. Failure to include the title of your project on each check could result in funds being applied incorrectly or returned to the donor. We cannot, under any circumstances, accept checks made out to you, your film or your company, even if they are endorsed to us.

Donations may be mailed directly to the Flickers from the donor or first collected by the project director. We generally recommend that you collect donation checks from individual donors and forward them to us so that you can keep close track of donations and write thank you letters. However, if you prefer, we can accept checks directly from your donors.

Checks should be mailed to:
Flickers Arts Collaborative (or Flickers)
Attention: Fiscal Sponsorship Coordinator
83 Park Street, Suite 1
Providence, RI 02903

Due to the volume of donations we receive, we are unable to notify you automatically when you receive a donation directly to Flickers, but you can email us and request periodic updates. We can provide you with names of donors, amounts donated and total funds available upon request. For an account update email demetriac@film-festival.org. Please allow 2-3 business days for a response.

We accept only cash donations. Flickers regretfully cannot process or grant a tax deduction to those giving in-kind donations to your project. Due to strict IRS and State regulations, we are unable to process money from raffles or auctions. It is important to note that **no goods or services may be given or promised to donors in return for a donation**. If you have any questions about this policy please don't hesitate to call us for clarification.

All donations are tax deductible as permitted by law. The Flickers will send a tax receipt for donations of \$250 and over.

It generally takes 10 business days for your donation to be processed by the Flickers and clear the bank. You may withdraw funds only after this has occurred. Funds can be requested with our Check Request Form.

Credit Card Donations

Flickers accepts credit card donations for fiscally sponsored films via Visa, MasterCard and American Express.

These credit card companies charge a fee for each transaction. In addition to the Flickers administrative fee of 5%, the following fees will be deducted from each credit card donation: Visa & MasterCard 3%, American Express 3.5%.

Example: Visa Donation - Flickers 5% - Visa 3% = Total Amount Deposited
 \$200 - \$10 - \$6 = \$184

To accept credit card donations you should create a credit card pledge form. The form can be formatted however you would like. It may include your film's logo, information about your project and etc. However, the form MUST include the information that appears in the text box below and must be signed by the cardholder.

Signed credit card pledge forms can be mailed to the address above, or faxed to Fiscal Sponsorship Coordinator at 401-490-6735. We cannot accept credit card information via email or over the phone.

THE FOLLOWING INFORMATION IS REQUIRED

Name of Film

Name of donor(s) as it appears on Credit Card

Billing Address

Donation Amount

Credit Card Type (Visa, MasterCard, or American Express)

Credit Card No.

Expiration Date

I authorize the Flickers Arts Collaborative to charge my Credit Card in the above amount for support of the film entitled _____.

Authorizing Signature _____

You will receive a receipt from the International Documentary Association for this generous tax-deductible contribution. Please note that this donation will appear on your credit card statement as a charge to the Flickers Arts Collaborative.

CC Chargeback Policy: If a donor disputes the donation that (s)he made to your film via credit card, Flickers will work with the credit card company to get the dispute resolved. Regardless of the outcome of the dispute, the credit card company will charge a fee. This fee, usually a minimum of \$25, will be deducted from your film's account. To minimize the chance of chargeback you may wish to make a copy of the pledge form for donor(s) to keep and let them know that the charge may appear several days or depending on the date Flickers receives the pledge card, even several weeks after the date the card was signed.

Online Donations/ PayPal

To see examples of projects featured on our site go directly to our donations page at:
http://www.film-festival.org/fiscal_sponsorship_donate.php

Flickers accepts donations via PayPal through our website, www.RIFilmFest.org

In order to set up online donations for your fiscally sponsored film, please provide the following information:

- 1) Title of your film
- 2) Name(s) of Producer(s)
- 3) Name(s) of Director(s)
- 4) One paragraph synopsis of your film - less than 150 words total.
- 5) A jpg photo – 72 dpi and resolution 120x150 (portrait) or 150x120 (landscape).
- 6) A link to your website – optional
- 7) Email address for any contact about your posting - this will not be posted and is for our records only

Please include all of the required information *in the body of an email* and *attach* the photo. Send the email, with the subject line **Online Donations Information – Your Film Title**, to: demetriac@film-festival.org.

Once your film is posted and ready to accept donations you will be provided with a link that will bring donors directly to your film's description on our site. If you would like to accept donations via your own website *you must use the link we provide*. You may not link directly to PayPal from your website. Using a direct link to PayPal could result in your donations being applied incorrectly or returned to the donor and will result in removal of your film from our website. *All donations must be made via Flickers' website.*

We are able to provide this online service with the help of PayPal. It is important to remember that in addition to Flickers' 5% fee, PayPal takes a fee of 2.9% + \$0.30 per donation. Your donors will have the option at check out to request a receipt for tax purposes.

Due to the volume of donations we receive, we are unable to notify you automatically when you receive a donation via PayPal, but you can email us to request periodic updates. We can provide you with names of donors and amounts donated upon request. For an account update email demetriac@film-festival.org.

Because PayPal donations are processed weekly, not daily, please allow up to 7 business days for a response.

Wire Transfers and Stock Donations

Please contact the Fiscal Sponsorship Coordinator for instructions on accepting Wire Transfers or Stock Donations for your project. You must notify us when a donor wishes to transfer stock or make a wire transfer directly to our account

Disbursement Policy 2011

Disbursements are made 2 times per month. You can request a disbursement of funds available in your account by submitting a check request form. The 2011 check request form can be downloaded at our website, www.RIFilmFest.org. Please note that there is some new information requested on the check request form this year. You will now need to include the SS# or US Taxpayer ID # for the legal entity receiving funds. This information is required and checks will not be processed without it.

Check disbursements will only be made if your project is up to date on reporting. No funds will be distributed if you are delinquent on your bi-annual reports or if your membership is not current.