

## **NKCRC SERVICES and FEES** **Revised January 27, 2011**

The fees we collect compensate us for the many services we provide for our projects. Our fee percentages below are applied to the total grant or contribution amount. Our general categories of service and the related fees for 2011 are as follows:

### **Description of NKCRC services and fees:**

**1. Funding research, proposal work, advice, general assistance and administration:** This includes teaching, project planning, budgeting, use of our software, networking with funders, meetings with potential donors, edits, polish, rewrites, critiques and packaging of proposals as well as collecting and managing information for and preparing final reports. Administration includes thank you and tax deduction letters, interim and final reports, banking, check issuing, fee collections and data base management. **Fee percentage: 8%**

### **2. Use of non-profit mailing services:**

We charge a flat fee of \$25 to use our bulk mailing permit plus the actual cost which is approximately \$250-\$350 for a saturation mailing in North Kohala.

### **3. Travel:**

Costs for project related travel to Honolulu, Hilo, Kona, and Neighbor Islands will be determined on an individual basis.

### **How fees are applied:**

#### **Grants**

All grants of \$500 to \$50,000 generate an 8% fee. The fee for services provided on grants are agreed upon prior to submittal, and then applied to the grant amount request. Occasionally some funders have their own fiscal percentage fee cap which we always honor. The Center caps fees for grants from \$50,001 to \$100,000 at 7%, and for grants of \$100,001 and greater, the fee cap is 5%.

#### **Contributions/Donations**

All contributions at or above \$500 generate an 8% fee. This also applies to project campaigns that typically last 1-3 months, and generate on average \$100-\$200 per donor, but the campaign may total \$1,000-\$10,000 or greater. In these cases, the fee will apply to the campaign total. This fee will also apply to simultaneous donations or contributions received after our semi-annual reports, and other situations where more than \$500 is received within a short period of time.

**A new fee collection process:** all fees are due at the time of receipt of funding. Project organizers will bring the project checkbook to the Center, and fees will be collected when the donation/grant is picked up. This will also provide proof of a dedicated bank account for the project as specified in the fiscal sponsorship agreement. We cannot provide funding to projects without collecting this fee and proof of a dedicated bank account in the name of the project.

**Please note: All donations and grants below \$500 do not generate fees.**

This is the 2011 Board approved fee schedule. We reserve the right to review and adjust all fees on an annual basis.