

## **NKCRC SERVICES and FEES** **Revised February 1, 2013**

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 2013 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 \$250 or greater generate an 8% fee. The fees 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.

#### **Contributions/Donations**

All contributions at or above \$250 generate an 8% fee. This also applies to cumulative contributions of amounts less than \$250 that total \$250 or greater during a calendar year.

#### **A New Donation Disbursement and Fee Collection Process**

Donation checks will now be issued once each month. Grant checks will be issued when they are received and processed. All fees for contributions at or above \$250 are due at the time of receipt of funding and an invoice will be provided for your records. Project organizers will bring the project checkbook to the Center and fees will be collected when the check for the donation/grant is issued. This will also provide proof of a dedicated bank account for the project as specified in the Fiscal Sponsorship agreement. For cumulative contributions of amounts less than \$250 that total \$250 or greater during the year, invoices will be issued quarterly and will be due upon receipt. We cannot provide funding to projects without collecting this fee and proof of a dedicated bank account in the name of a project.

**Please note: All donations and grants that total less than \$250 during the calendar year do not generate fees.** This is the 2013 Board-approved fee schedule. We reserve the right to review and adjust all fees on an annual basis.